

**POSITION TITLE****CSB YAC Co-Chair****PRIMARY STAFF CONTACTS**

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**PURPOSE OF POSITION** Young Alum Committee members aim to cultivate, increase and strengthen the engagement of young alumni (0-10 years out from graduation) with College of Saint Benedict & Saint John's University and each other as demonstrated by involvement, volunteerism and philanthropy. All members strive to foster, within the committee an open, collaborative and fun environment for the YAC volunteers.

Specifically, the Co-Chairs work in partnership with the staff liaisons to provide leadership, continuity of activity and direction for the Young Alum Committee. This includes general oversight, team-building, strategic planning, recruitment and volunteer management.

**RESPONSIBILITIES**

- Operate as one cohesive leadership team with your co-chair and the staff liaisons, simultaneously and equitably representing CSB and SJU and their respective alums.
- Act as liaison and a voice to YAC for fostering a strong collaborative relationship between the YAC and CSB/SJU.
- Oversee Special Projects/Secretary coordinators.
- Oversee Student-to-Alum coordinators.
- Plan and attend four quarterly meetings per year (August, November, January, May), Transition Meeting (June), Strategic Planning meeting(s) (July/August) and Orientation & Planning Retreat (July/August).
  - As co-chair, you are also a full member of your respective Alum Board and should represent the YAC at all of the board meetings (approx. 4 for CSB and 3 for SJU).
- Manage the annual Strategic Planning Process.
- Manage the YAC nomination and recruitment process (using the set procedures).
- Manage the YAC monthly update process: Train and support YAC members on how to document and upload their monthly updates, mileage/volunteer time tracking. Process all updates as necessary and send a summarized monthly update to the volunteers.
- Manage monthly meeting with Staff Liaisons (via Skype). Gather and relay information to staff liaisons about alum attitudes, suggestions, needs and alum updates.
- Manage the YAC volunteers: Meet/talk with each volunteer a minimum of twice a year to touch base on how their experience is going. Talk to individuals on an as-needed basis when their performance is suffering.
- Plan and run onboarding/orientation process for all YAC members (includes Transition Meeting and Orientation & Planning Retreat).

- Serve as an ambassador to the young alum constituency in person, virtually or over the phone; inform others about CSB/SJU events, services and programs and encourage attendance and involvement.
- Donate annually to your CSB or SJU alma mater and encourage others to do the same.
- Promote all YAC events and attend as many as possible. Attend at least one special event of CSB/SJU.
- Work with Staff Liaisons and Secretary/Special Projects Coordinators to communicate meeting agendas, notes and dates to all YAC members in a timely fashion. Maintain frequent communication with CSB/SJU staff and YAC.

## **QUALIFICATIONS**

- Must be an undergraduate alum of College of Saint Benedict or Saint John's University
  - Once a member has celebrated her/his 10th Reunion, she/he will no longer be eligible to serve on the Young Alum Committee.
- Passion and commitment to support the mission, vision and goals of College of Saint Benedict and Saint John's University and their alums.
- Ability to provide financial support to your respective alma mater to the extent that you are financially able to do so.
- Strong communication and interpersonal skills. Ability to listen, analyze, think critically and creatively.
- Willingness to connect alums and other groups to resources, opportunities, and people in a mutually beneficial relationship.
- Must have availability to participate in Special Projects Meetings, Recruitment Committee Meetings and Strategic Planning Meetings.
- Willingness to develop leadership skills around the work of the committee.

## **TIME COMMITMENT**

- Co-chair term: 2 years
- YAC Quarterly Meetings (August, November, January, May): estimated 5 hours per meeting, including prep time - four meetings per year.
- Transition Meeting (June): approximately 7 hours, including prep time.
- Orientation & Planning Retreat (July/August): approximately 5 hours – including prep time.
- YAC events: average of 3 hours per event. One or both co-chairs should make every attempt to attend all of the YAC events and support their fellow YAC volunteers and meet/recruit new alums.
- Event debriefs: Half-hour phone debrief with staff liaisons and pillar coordinators within one week after an event's completion (approximately 6 meetings).
- Oversee Special Projects/Secretary coordinators: estimated 1 hour per month.
- Oversee Student-to-Alum coordinators: estimated 1 hour per month.
- SharePoint & documentation management: as needed
- Special events: Attend a minimum of one per year - average of 4 hours per event (Homecoming, Reunion, First-Year Pinning Ceremony, Senior Dinner, Career networking events, Accepted & Admitted Students Receptions, Student Send-Offs, etc.).
- Recruitment: Manage the yearly recruitment process - approximately 12 hours.
- Monthly Liaison Meetings: Manage monthly call/meeting with staff liaisons (one hour meeting and some prep time and follow up time).

