

Position Title: YAC Co-Chair, CSB Representative

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Purpose:

Young Alum Committee members aim to cultivate, increase, and strengthen the engagement of young alumni (0-10 years out from graduation) with the 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:

- Act as liaison and a voice to the YAC for fostering a strong collaborative relationship between the YAC and CSB/SJU.
- 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 their respective board meetings (approx. 4 meetings).
- Manage the annual Strategic Planning Process.
- Send a Monthly email to YAC members with updates on current events and past meeting notes.
- Manage the YAC volunteers: Meet/talk with each volunteer group a minimum of four times a year to touch base on their ongoing projects. Also, meet with individual members twice a year to touch base on how their experience is going.
- 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 Events 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.
- Ability to write clearly, accurately, and succinctly.
- Background in marketing, social media through their profession, education, volunteerism, or other opportunities which show ability to promote a project, business, or organization.
- Must be willing to follow institutional style guides and cooperate with content expectations on behalf of the University.
- Proven background as an excellent communicator and collaborative worker.

- Ability to multitask and prioritize assignments.
- 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 collaborate with fellow Young Alum Committee members and work as a team player.
- Ability to travel for occasional events (4-5 times per year) and attend all YAC Quarterly Meetings (4 per year – 2 in person and 2 virtual). Virtual options are available for those outside Minnesota.
- Willingness to submit a monthly report of volunteer activities.

Training Requirements:

- Attend the Young Alum Committee orientation session with fellow Young Alum Committee members during the summer-approximately 5 hours in length.
- Attend meetings and events within the Minneapolis/St. Paul and surrounding area.
- 1-hour orientation video chat.

Time Commitment:

- 1 hour per week for related work. Time leading up to special events may require some additional hours.
- 3-4 yearly events where volunteers are needed with 3-4-hour time commitments.
- Quarterly in-person meetings in the Twin Cities with the Young Alum Committee.
- Periodic check-ins with Staff Liaisons and YAC Co-Chairs via emails and phone calls.

Benefits:

- Gain valuable work experience in order to develop and refine professional skills.
- Positive contribution to CSB/SJU and community.
- Portfolio of work built over the course of volunteer term.
- Expanded professional network and collaborative work with CSB and SJU Alum Board volunteers.
- Free access to Young Alum Community events.

CSB/SJU Expectations:

- Act as a role model- contributing time, talent, and make a financial gift for the well-being and success of CSB/SJU.
- Act as ambassadors of CSB/SJU in your respective communities, promoting CSB/SJU as opportunities arise.
- Participate fully in the execution of your volunteer assignment by communicating effectively to fellow Young Alum Committee members and individuals within the CSB/SJU community.
- Be reliable and able to meet deadlines of various tasks assigned.
- Maintain confidentiality as certain pieces of information shared should not be disclosed to others outside of the Young Alum Committee.