

## College of Saint Benedict

**Position Title:** College of Saint Benedict Chapter Leader

**Primary Staff Contact:** Valerie Jones

**Primary Volunteer Contact:** Suzanne Otte-Allen

**Purpose of Position:** The purpose of the Chapter Leader is to foster engagement with Saint Ben's alumnae in their local community.

### Responsibilities:

- Attend Chapter Committee meetings.
- Attend Alumnae Board meetings, virtually or in person.
- Provide news and communication from the college outward to the CSB local community.
- Collect and submit new information and announcements from local Bennies to submit to the college.
- Coordinate a minimum of one event per year such as Bennie Day, Day of Service, or other opportunities as they arise.
- Submit a monthly report of volunteer activities on the board including time and mileage.

### Qualifications:

- Must be an alumna of College of Saint Benedict.
- Must have an interest in supporting CSB, its students, and its alumnae.
- An ability to communicate effectively with both chapter members and CSB.

### Time Commitment:

- 1-hour chapters committee meeting per month.
- 3, two-hour alumnae board meetings during the year.
- 1 event, most events take 8-10 hours total to plan, attend and wrap-up. The Office of Alumnae Relations will support event planning, coordination, and logistics of event.
- Various communication with members of the CSB community- time variable, 1-2 hours per month.

### Benefits:

- Continuous positive connection to CSB.
- Skill development in areas of event planning, communication, and leadership.
- Building a local network of CSB Alumnae.

### CSB Institutional Advancement Expectations:

- Act as a representative of the Benedictine Values.
- Provide financial support to CSB, making CSB a top philanthropic priority in your household.
- Advocate passionately for Saint Ben's.
- Act as an ambassador of CSB in your respective communities, promoting CSB as opportunities arise.
- Participate fully in the execution of your volunteer assignment.
- If you are unable to fulfill your volunteer duties, submit a written resignation to your staff contact and participate in a volunteer exit interview.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Reviewed: 11/18**