



Alumni Advancement Network Chapter Captain

Purpose

The Alumni Advancement Network (AAN) at The Summit is designed to promote loyalty, advocacy and involvement of Summit's alumni to generate a more personal commitment to the school. The AAN is also designed to engage alumni in the wider community through ongoing interactive communication. As we build a culture of philanthropy within The Summit community, we need to meet alumni where they are geographically and engage Summit alumni at a national level to build investment and involvement with the school.

Description

The Chapter Captain ("the Captain") will be a member of the Alumni Advancement Network team. The Captain will be the liaison to the Alumni Advancement Network about current events, accomplishments, accolades, opportunities, membership and status of alumni hot spots, clubs and chapters within the national outreach of The Summit Country Day School Alumni Association.

The Captain will collaborate with Chapter Presidents and Club Hosts and request quarterly status updates from them and provide updates regarding hot spots that do not have a Club Host or Chapter President.

Responsibilities

- Communicate with Chapter Presidents and Club Hosts about initiatives going on at Summit. Provide the Development & Alumni Office with new alumni contact information from your peers.
- Manage Club Hosts and Chapter Presidents and report outcomes back to the Alumni Advancement Network Chair.
- Serve as a liaison between the Alumni Advancement Network Chair and Chapter Presidents and Club Hosts, striving to keep them engaged with the school.
- Support The Summit through fundraising initiatives by engaging your Chapter Presidents and Club Hosts to produce Giving Day challenges with The Summit and holding each member of the Executive Leadership Council and each Club Host accountable to donate annually to The Summit Fund at \$100 minimum.
- Collaborate with Summit's Alumni Office to identify potential Club Hosts for hot spots.
- Collaborate with Summit's Alumni Office to collect class notes (new jobs, relocations, promotions, weddings, birth announcements, awards, etc) from fellow Summit alumni and promote volunteering with Summit.
- Represent Chapter Presidents and Club Hosts at Philanthropy Committee meetings and school functions, being the voice of your constituents.
- Collect feedback from your Club Hosts and Chapter Presidents and alumni to share at Philanthropy Committee/AAN meetings and with the Alumni Office.
- Meet with the AAN quarterly and report actions completed and report feedback you are hearing from your regions.