



Chapter President Job Description

Chapter Presidents are valued members of The Summit Alumni Association. A Regional Chapter ("Chapter") is a recognized group of alumni representing a hot spot who have established their group by having a set of bylaws, an executive leadership council consisting of the chapter president, past chapter president and chapter president-elect (at least), and at least two annual alumni events and two annual meetings for the chapter.

The formation of a Chapter Leadership council can be established one-to-two years after the actual regional hotspot has been officially established and recognized. Initially, alumni may be unaware of other alumni living in the area, so a year or two of "self-organization" and self-discovery within a regional hotspot is reasonable.

Each regional club and chapter must be approved by The Summit Alumni Office and the Summit Alumni Board to be an official group and receive funding.

The benefits of a chapter include:

- Engaging alumni in your region.
- A Chapter Leadership Council to manage your region.
- Two annual events and two annual meetings for local alumni.
- Support from the Alumni Office and the Summit Alumni Board.
- A \$1,000 budget from The Alumni & Development Office.
- A request for additional funding.

Description

The Chapter President is the point person for the Alumni Office and alumni from a specified major metropolitan area with a large concentration of alumni from The Summit Country Day School, The Summit Middle School, The Summit Boys/Girls Middle School and The Summit Boys School.

Collaborating with the Chapter Captain of the Alumni Advancement Network and the Summit Alumni Office, the Chapter President works to produce annual engagement experiences for its alumni.

Responsibilities

- Communicate with Chapter Presidents and Club Hosts about initiatives in your region.
- Provide the Development & Alumni Office with new alumni contact information from your peers.
- Provide quarterly status updates to the Chapter Captain and the Summit Alumni & Development Office.
- Be the point person in your region to facilitate your Facebook Group.
- Collaborate with the Chapter President – Elect and Chapter Past President and the Summit Alumni & Development Office to produce experiences for your region.
- Produce at least two annual experiences and two annual meetings for your region.
- Support The Summit through fundraising initiatives by engaging your region to host Giving Day challenges with The Summit.
- Hold each member of the Executive Leadership Council accountable to donate annually to The Summit Fund at a \$100 minimum.



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- Assist with succession planning and onboarding of new Chapter Leadership Council members.
- Submit a new Club & Chapter Application every year by August 1.
- Maintain a record of the chapter's expenses and any income.
- Attend Summit meetings for Regional Engagement members.
- Collect feedback from the chapter's experiences and provide results to the Alumni Office.