



Club Host Job Description

Club Hosts are valued members of The Summit Alumni Association. A Regional Club (“Club”) is a recognized group of alumni representing a hot spot who have at least two annual events but does not have an executive leadership council or bylaws.

The benefits of a club include:

- Engaging alumni in your region.
- A point person to be the liaison between the Alumni Office and your region.
- Two annual events for local alumni.
- Support from the Alumni Office and the Summit Alumni Board.

Description

The Club Host 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 Club Host works to produce annual engagement experiences for its alumni.

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.

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 Summit Alumni & Development Office to produce experiences for your region. Experiences include but are not limited to events, community service experiences and mentoring opportunities for students and alumni.
- Produce at least two annual experiences for your region.
- Support The Summit through fundraising initiatives by engaging your region to host Giving Day challenges with The Summit.
- The minimum gift requirement to The Summit Fund is \$100.
- Assist with succession planning and onboarding of new Club Hosts.
- If the club would like to apply for chapter status, the Club Host will serve as the signee and point person on all documents to achieve chapter status.
- Submit a new Club & Chapter Application every year by August 1.



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- Maintain a record of the club's expenses and any income.
- Attend Summit meetings for Regional Engagement members.
- Collect feedback from the club's experiences and provide results to the Alumni Office.