

COMMUNITY LEADER POSITION DESCRIPTION AND AGREEMENT

MISSION OF THE ALUMNI ASSOCIATION

The mission of the University of Dayton Alumni Association is to foster life-long involvement of alumni with the University in support of its mission to be a top-tier national Catholic research university in the Marianist tradition.

GOAL OF ALUMNI COMMUNITIES

Our focus is engagement. As we build our alumni network around the world, we are interested in offering opportunities for our alumni to engage with UD's campus, students and with one another.

POSITION PURPOSE: Further the mission of the University of Dayton by providing opportunities for engagement for alumni in the local alumni community. Manage and support a leadership team serving the community, providing support, encouragement and direction to the team in helping them accomplish the goals of community engagement.

Key Responsibilities:

- Manage and support all functions in the alumni community.
- Serve as the primary liaison between the University of Dayton and local alumni.
- Identify and appoint leadership team chair positions.
- Direct and guide community leadership team by providing support to further engagement among all life segments.
- Submit an annual plan each year to Alumni Relations staff.
- Financially support the University with a contribution each fiscal year (July 1–June 30).

Annual Evaluation: The Community Leader will have a yearly discussion with Alumni Relations staff to evaluate strengths, areas for growth and goals for the upcoming year.

Length of Appointment: Two-year term with option of one-time renewal pending the Community Leader's interest and the evaluation with Alumni Relations staff.

Time Commitment: Two to four hours per month. More time may be needed during specific initiatives.

Qualifications: Ability to delegate; responsible; passion for the University of Dayton; willingness to problem solve and reach out to others for assistance.

Support: The Community Leader will be supported by other members of the leadership team and the Alumni Relations staff.

I have read, understand, and agree to the responsibilities explained above.

Community Leader/City

Date

Alumni Relations Staff

Date

Community Council Officer

Date