

## Position Descriptions

- (a) The **President** is the chief executive officer of the Club and shall: (1) call and preside at each meeting of the Leadership Committee, (2) maintain a record of attendance for Officers, and distribute post-meeting minutes for further comment. The President shall be an ex-officio member of any subcommittee formed by the Club, and the second point of contact for club finances. Among the President's most important responsibilities is maintaining communication with the College personally through regular contacts with the ALC and the Executive Director of the Alumni Association and collectively through active engagement of the local Oberlin Community. The President may appoint any other Leadership Committee level volunteers as necessary provided majority Leadership Committee approval.
- (b) The **Immediate Past President** or **Incoming-President** shall serve as the executive officer of the Leadership Committee in the absence of the President, and shall perform any other duties delegated by the President.
- (c) The **Events Coordinator** shall be responsible for organizing social and general gatherings and for coordinating and delegating the conduct of all Club events, assisting the Educational Events and Career Events Coordinators as needed, and communicating, promoting, or distributing these events through the Alumni Office, the Club email lists, and all relevant forms of Social Media, with contact made with the broader regional membership not less than once every two weeks.
- (d) The **Educational Events Coordinator** shall be responsible for coordinating and delegating the conduct of Club events that focus on educational panels, museum visits or tours, lectures, and events that generally relate to Oberlin College's continuing commitment to academic excellence in the broader alumni community. Additionally the Educational Events Coordinator shall assist the Events Coordinator in the promotion of these events through the Alumni Office the Club's email lists, and all relevant forms of Social Media.
- (e) The **Career Events Coordinator** shall be responsible for coordinating and delegating the conduct of Club events that focus on career panels, career networking, industry-related lectures, and events that generally relate to Oberlin College's continuing commitment to excellence in the broader alumni community. Additionally the Career Events Coordinator shall assist the Events Coordinator in the promotion of these events through the Alumni Office the Club's email lists, and all relevant forms of Social Media.
- (f) The **Volunteer Recruitment Coordinator** shall be responsible for leading the search for volunteers to conduct Club events, promote young alumni involvement, and to compile a short list of volunteers available to succeed as President, Events Coordinator, Educational Events Coordinator, Career Events Coordinator, Volunteer Recruitment Coordinator, and all other Committee-level volunteers whose selection are under the sole discretion of the Committee.

- (g) The **Newsletter Editor** shall be responsible for managing all content of the bi-monthly newsletter, and ensures timely publication. Coordinates content from alumni wishing to publish in the newsletter along with official club events and announcements.
- (h) It is the continuing duty of **all** officers to be stewards of the Club and to lead the search for volunteers to organize club events, to promote young alumni involvement, and to compile a short list of volunteers to fill leadership positions as these become open.