



Western Alumni Ambassador Role Description

The Western Alumni Ambassador program is a network of alumni volunteers located in select areas around the world who serve as Western connections in their region.

Alumni Ambassadors promote Western, represent Western at local functions, and engage with fellow alumni.

EXPECTATIONS:

- **Serve as local contact and resource**
 - Respond to inquiries from alumni
 - Offer ideas for engaging alumni in your region
 - Provide country/cultural information to visitors from Western and fellow alumni
 - Share information about relevant local event or activities to the Western Alumni office
 - Encourage alumni to submit their current contact information to the Alumni Relations Office via the [website](#) or by email
 - Participate in Western initiatives such as Western Day, etc.
 - Stay informed by reading the Western Alumni News and the *Alumni Gazette*

- **Promote Western**
 - Use your personal, professional, and online social networks to promote Western Alumni activities, benefits and services with fellow alumni, as appropriate
 - Join the social conversation:
 - Twitter: [@westernalumni](#) and [@westernu](#)
 - Instagram: [@westernuAlumni](#) and [@westernuniversity](#)
 - Facebook: [facebook.com/WesternUniversity](#)
 - LinkedIn: [linkedin.com/school/westernuniversity](#)
 - Snapchat: [@westernu](#)
 - WeChat: [WesternU官微](#)
 - Share your Western experience at recruitment receptions for prospective students in your region (if applicable)

- **Event engagement**
 - Attend and assist at alumni events in your region, if available

REQUIREMENTS:

- Be a graduate of Western, willing to share your Western pride and passion with others
- Demonstrated leadership ability or interest in developing leadership skills
- Ability to work with fellow alumni and stakeholders in a positive and inclusive manner
- Willingness to receive regular email and mail communication from Western
- Willingness to have your name, email address and social handles posted on Western Alumni website, and shared via social media, email and in various publications as a resource for fellow alumni
- Agree to follow the reporting system with the Alumni Relations office to provide updates on any Western related activities and interactions, when appropriate
- Agree to participate in a bi-annual survey and provide feedback to help improve the program
- Commitment to the [Alumni Association's](#) vision, mission, and goals
- Understanding of the Ambassador Program's goals
- Understanding of Western priorities and policies
- Agree to the terms and time commitment of this role (see below)
- Sign the Western Alumni Volunteer Code of Conduct
- Attend and participate in Ambassador teleconferences or web conferences, if applicable

BENEFITS:

- Personal and professional development
- Build your personal and professional network
- Meet interesting and committed Western alumni, students, staff and faculty
- Attend exclusive university events
- Make a meaningful contribution to your alma mater
- Share your Western experience

TIME COMMITMENTS:

- Respond to alumni inquiries in a timely fashion, as needed
- Complete a brief report after each contact with alumni
- Complete a brief, bi-annual survey
- Provide support at alumni events, as needed
- Engage with Western's social media platforms
- Stay informed about Western by reading Western Alumni News, the Alumni Gazette, etc.

LENGTH OF VOLUNTEER TERM

- One year, with the opportunity to renew annually
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