Brief Description:
The sub-committee volunteer is a representative of the Western Retiree Chapter of Western University. This person works in a volunteer capacity in partnership with other members of this sub-committee all other members of the Western Retiree Chapter Executive Committee, and the Alumni Engagement Officer in the Department of Alumni Relations.

Term:
The term of office will begin at the May of each year, shall be for a two-year term, renewable for two further terms, with approval. The sub-committee volunteer shall be chosen from the membership of the Western Retiree Chapter. The member completing his or her term will work with the Alumni Engagement Officer to obtain a replacement from among the registered members of the Western Retiree Chapter.

Sub-Committee volunteer responsibilities:
• Assists with program decisions as required.
• Brings forward suggestions at Sub-Committee and / or Executive meetings.
• Assists in researching and planning for topics, venues, trip and travel ideas.
• Invites approved speakers to present.
• Contacts speaker one week prior to confirm final details for event.
• Help to gather biographic information and AV requirements from speaker/guests.
• Stewards speaker on the day.
• Sends thank you notes to the speakers.
• A role model for all other members.
• Attend Executive and Sub-Committee meetings as available.
• Will be supported by the Alumni Engagement Officer with regards to announcements, agendas, logistics, administration, promotion, stewarding of speakers.