



Western Retiree Chapter Co-Chair Position Description

Vision:

An active organization, that provides opportunities to maintain and make new connections with colleagues and stay engaged with the campus through a wide variety of activities and events.

Brief Description:

The Co-Chair is a representative of the Western Retiree Chapter of Western University. This person works collaboratively with the other Co-Chair and Sub-Committee (or roles) and all members of the Executive, to meet the goals of the Western Retiree Chapter. This person works in a volunteer capacity in partnership with the staff member from the Department of Alumni Relations.

Term:

Term of office will begin in May of each year, and be for a two-year term, and may be extended. The Co-Chair shall be chosen from the Executive Committee of the Western Retiree Chapter.

Co-Chair Responsibilities:

- Assist with Chapter program decisions as required
- Ensure the Chapter program has diverse activities to appeal to all members
- May be invited to attend an Alumni Association meeting
- Represent the Chapter in interactions with Western University and other internal and external bodies
- A role model for all other members
- Attend activities as available
- Chair Committee meetings as available
- Budget review
- Website review
- The Co-Chairs will be in contact with and supported by a staff member from the Department of Alumni Relations with regards to announcements, agendas, logistics, administration, promotion, stewarding of speakers etc.