



## Western Retiree Chapter Executive Committee Members 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 Executive Committee member 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 the Western Retiree Chapter Executive Committee, and the staff member from the Department of Alumni Relations.

### **Term:**

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

Optimum number of members: Eight (8)

### **Executive Committee volunteer responsibilities:**

- Assists with chapter decisions as required
- Brings forward suggestions
- Assists in researching and planning for topics, venues, trip and travel ideas
- Invites approved speakers to present and then coordinates all aspects of required event support with the speaker, leading up to and during the event
  - Book event space
  - Help to gather biographic information and AV requirements from speaker/guests
  - Stewards speaker on the day
  - Sends thank you notes to the speaker
- Attend Executive Committee meetings as available
- Report on past events
- Participate in support of Chapter work:
  - Newsletters
  - Minutes of Executive Committee meetings
- Advocate for Chapter
- Recruitment and retention of Chapter members
- Budget review
- Website review
- Will be supported by a staff member from the Department of Alumni Relations with regards to announcements, agendas, logistics, administration, promotion, stewarding of speakers etc.