We are now seeking more volunteers to help us expand, change, and evolve into an active and vibrant network that serves as an important resource for our community. Our current volunteer needs and opportunities are listed below with a description of each, unless it is self-explanatory. If you are interested in any of these positions or would like to be available for future opportunities, please reach out to one of the contacts below.

Committee Members (1-2 hrs per month) and Chair (3-5 hrs per month) positions for:

- **Student Outreach** – Connect with students, faculty, and staff to receive updates on university events, changes, and activities. Work closely with the Student Mentorship program and Office of Multicultural Affairs.
- **Alumni Outreach** – Continue to expand our Alumni network and communicate with Alumni from all decades. Produce our Newsletter and plan events to re-connect alumni to the university and each other.
- **Career Networking and Mentorship Committees** – Manage the Mentorship program and gather feedback on its progress. Create networking opportunities for BALANCE Alumni.

Speaker or panelist for events or present a webinar or topic of interest for alumni/students (1-2 hrs per event and preparation time) – As needed per calendar year

**Social Media content Administrator (1-2 hrs month)** – Manage our social media pages, update content, and add new members.

- **Contributor to Newsletter** – Preparation time varies per article.
- **Featured alumni for newsletter or Social Media pages** – Preparation time varies per interview.

**Mentors (1-2 hours per month)** – Spend time each month working 1:1 with a Lehigh student to provide guidance and career planning advice

**Host a local event** – Create an event of your choice and host in your local area. Preparation time will vary per event.

**Photographer/Videographer** – As needed per event

**Historian- (1-2 hours per month)** – Maintain history of interest to our Black and Latino alumni and students.

**PR/Marketing (1-2 hrs per month+ more for larger events)** – Advertise and market events and BALANCE activities to alumni and the University at large.

**Donor** – Provide financial support to BALANCE to carry out our events and activities.

**Food donor/potluck supporter/cook** – As needed per event plus preparation time

We look forward to working with your soon and hearing how we can best support our Alumni!

The Lehigh University BALANCE Executive Board

Dr. Wayne Bethea ’91, ’04G, ’01G – Chair
Jessica Huertas RN ’94 – Vice Chair
Sonya James ’08 – Treasurer
Breana Love ’08 – Secretary