Lehigh University Alumni Relations
Young Alumni Council Job Description

Purpose: Young Alumni Council members aim to cultivate and strengthen the ties of young alumni (0-10 years out from graduation) to Lehigh University, as demonstrated by involvement, volunteerism, and philanthropy.

General Description:
- Serve as an ambassador to the Young Alumni constituency in person, virtually, or over the phone
- Represent the young alumni constituency to the Office of Alumni Relations, Lehigh Advancement, and the LUAA Board of Directors
- Attend, in their entirety, two annual YAC meetings on campus (January/May)
- Attend the annual Volunteer Leadership Forum (August)
- Inform others about Lehigh’s events, services, and programs; be alert to alumni concerns that can be addressed by Lehigh Alumni Relations’ mission, objectives, and programs
- Conduct approximately 10 young alumni networking meetings in the course of the year in your region/neighborhood, workplace, or Lehigh social network
- Discuss communication, engagement, and the Lehigh experience; update contact information and gather relevant information, and communicate the Lehigh vision
  - Meetings can be in a group setting, one-on-one, or over the phone/Skype
- Participate in committees and focus groups as they arise
- Lead by example by attending Lehigh University events with friends
- Lead by example by contributing annually to the Lehigh Fund and encouraging others to do the same
- Recruit peers to maximize participation in Lehigh events
- Recruit peers to volunteer with Lehigh and make contributions to the work of the young alumni council and university
- Sign and abide by Lehigh University’s volunteer agreement and confidentiality agreement

Length of Term:
- Ambassadors serve three-year terms, renewable once
- Should an ambassador accept a seat on the Alumni Relations Board of Directors, they may continue in their role as ambassador, but will cease activity in any executive role or committee work
- An ambassador can resign their position of membership at any time through a written notice to the executive committee
Membership:
- Any Lehigh University undergraduate/and or graduate alumnus is eligible
- Membership must take place during your first 10 years post-graduation of your earliest Lehigh degree
- A member will “age out” after they have celebrated their 10th Reunion

Time Commitment:
- Attend two mandatory on-campus meetings/year (January and May)
- Attend the annual Volunteer Leadership Forum in August
- Executive board - approximately five hours/month
- Ambassadorship - approximately two hours/month
- Committee work and focus groups are voluntary and can involve additional time
- Members may pursue a committee chair position and other leadership opportunities should the need or interest arise and the committee gains approval from the Executive Board and Lehigh Alumni Relations staff liaisons
- Promote and attend two of the following annual events:
  - Send-offs (regionally, July-August)
  - The Rally (on campus, August)
  - Founder’s Day (on campus, Fall)
  - Homecoming (on campus, Fall)
  - Lehigh/Lafayette game or telecast (regionally, November)
  - Career Networking events (regionally, Spring)
  - Admitted Students Receptions regionally, Spring)
  - Reunion Weekend (on campus, May)

Personal Characteristics and Skills Required:
- Strong communication and interpersonal skills. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group
- Strong organizational and solid time management skills
- Previous volunteer or leadership experience preferred
- Enthusiasm and passion for Lehigh

Benefits of volunteering:
- Leadership development
- Reconnecting with your alma mater and other alumni
- Networking opportunities
- The challenge and satisfaction of assisting Lehigh achieve its mission and goals