

University of Richmond Black Alumni Network Council Volunteer Job Description

Mission:

Maintain the goodwill and intentions of the University of Richmond Black Alumni Network (URBAN), the Alumni Association, and the University of Richmond to elevate the historic and enduring legacy of graduates descended from the African diaspora by advancing the following foundational pillars:

1. Maintain authentic peer-to-peer relationships to cultivate a sense of **COMMUNITY** among members.
2. Give and encourage members to share their **RESOURCES** to advance URBAN, including their time, talent, and treasure.
3. Conduct **OUTREACH** to communicate the mission and goodwill of URBAN to members and the University at large.
4. Support **PROGRAMMING** that creates opportunities for members to meaningfully engage with one another and the University.

Role Description(s):

Executive Members include the Chair and Council Members overseeing one of the four pillars listed above. They are responsible for contributing to program strategy and decision-making; preparing in advance for and attending council meetings (via Zoom); and working independently with Members-at-Large, the Assistant Director of Alumni Networks, and other volunteers as needed to advance council initiatives.

Time Commitment: three hours per month

Length of Service: one-year term, eligible via *internal* nomination; Executive Members may serve one additional, consecutive one-year term via internal nominations

Council Members-at-Large are responsible for supporting the execution of approved programming and initiatives; attending related council meetings (via Zoom); directly supporting at least one annual event of their choosing; and participating in programmatic discussions and providing feedback as requested.

Time Commitment: two hours per month

Length of Service: three-year term, eligible for renewal via nomination for one additional, consecutive term

University Contact: Assistant Director of Alumni Networks, Office of Alumni Engagement

General Responsibilities:

1. To serve as an ambassador on behalf of the University of Richmond Black Alumni Network and the University of Richmond to the University community, with particular emphasis on serving as a spokesperson or advocate for the Black Alumni Network and its Council.
2. To participate in University of Richmond Black Alumni Network events, with particular emphasis on regional programming and annual events.
3. To encourage the membership to become engaged with one another and in the life of the University, being mindful to help identify future alumni volunteer leaders.
4. To be a team player supportive of the work of the Council, members of the Council, and the administrative leadership of the University. No undue influence or individual authority shall be exercised.

Confidentiality Policy:

In the course of their service, Council members will be privy to information that is sensitive or proprietary to the Alumni Association or the University. They will also be privy to discussions of issues and ideas that are not intended to go outside of those individuals included in the discussions. The URBAN Council and University of Richmond Alumni Association cannot function effectively unless confidentiality is maintained.

Questions should be directed to the Assistant Director of Alumni Networks.