

THE ROLE OF THE ALUMNI AND VOLUNTEER CORPORATION

The primary role of the alumni and volunteer corporation is to provide continuity and financial stability to the undergraduate chapter. Chapter membership turns over every four years, but it is intended that the alumni and volunteer corporation remain constant, with members having a long-term perspective and commitment to the proper management of the chapter and its facility. The alumni and volunteer corporation acts as the "board of directors." This "board of directors" usually has five to eight members, each elected on an annual basis, and each responsible for running one aspect of the day-to-day affairs of the corporation.

ROLE

- Develop strategic long-range plans for the alumni and volunteer corporation and chapter and establish timetable for implementation.
- Set priorities for the alumni and volunteer corporation and help develop the chapter's priorities.
- Analyze the long-term structural and financial needs of the chapter facility.
- Foster an active relationship with the chapter and alumni.
- Provide continuity to chapter through liaison with advisors, counselor, and mentors.
- Recruit and educate new volunteers.
- Communicate regularly with all chapter alumni.
- Be positive role models.

RESPONSIBILITIES

- Title Holder for chapter facility.
- Work in partnership with Headquarters, college/university, and community.
- Collect and disburse corporation funds in a timely manner.
- Plan and implement capital improvements on time and on budget.
- Keep corporation positions filled with capable alumni.

RELATIONSHIP WITH THE CHAPTER

- Analyze the financial needs of the chapter and identify workable financial goals.
- Assist in establishing firm financial criteria for chapter operations, reviewing budgets.
- Review chapter collections, debt, disbursements, and assist with collections as needed.
- Review risk management, and advise them on the importance of these policies.
- Review safety policies and issues, including fire and health codes for the facility.
- Recommend guidelines to ensure steady, perpetual operations.

MENTORING

Frequently, the members of the alumni and volunteer corporation serve as mentors, working side by side as a resource to the undergraduate officers. This system allows each alumni and volunteer corporation member to be in touch with undergraduates and chapter operations. The following is a list of the most frequently assigned alumni mentors and the respective undergraduate office:

Chapter Counselor — Executive Committee, Chaplain

Alumni and Volunteer Corporation President — Chapter President

Alumni and Volunteer Corporation Vice President of Relations — Vice President of Communications

Alumni and Volunteer Corporation Vice President of Financial Operations — Vice President of Finance

Alumni and Volunteer Corporation Recruitment Chairman — Vice President of Recruitment

Alumni Director of Housing — Undergraduate Housing Director

Balanced Man Program Steward — Vice President of Development

What time commitment is involved?

- This varies depending on the position. All key volunteers should plan on attending at least one meeting per month.
- The alumni and volunteer corporation vice president of financial operations will take more time to balance the books, set the budget, and work with the undergraduate Vice president of finance.
- Chapter mentors are expected to have contact with men in the chapter at least once per week. This could be as little as a five-minute phone conversation.