

## Illinois Institute of Technology Young Alumni Council Structure

**Mission:** The Young Alumni Council will have a meaningful influence on the alumni experience of graduates of the last decade by helping to drive young alumni initiatives and connecting and communicating with young alumni to continue fostering their lifelong relationship with the university.

**Purpose:** By volunteering time, providing input, and encouraging peers to stay involved with IIT, Council members are models for other young alumni. The Young Alumni Council works to sustain and build a lifelong relationship to IIT through engaging events, targeted peer outreach, rewarding volunteerism, and relevant and timely university updates.

- **Executive Positions**

- Young Alumni Council Chair

- Plan, schedule, and lead Young Alumni Council meetings (with support of staff), including soliciting agenda items and distribution of final agendas in advance of meetings
    - Provide overall leadership and direction to Young Alumni Council:
      - Lead annual development of working goals
      - Create calendar with timelines for each project
      - Ensure each project has a lead with accountability for deadlines
      - Assign responsibilities for individual duties or events and follow-up on progress
      - Work with fellow leadership to ensure continuity across Council
    - Support alumni chapter events and programs throughout the year
    - Act as resource for program liaisons and volunteers on the Council
    - In the voting year 2015, the chair will be appointed by Institutional Advancement staff. Thereafter, this position will be elected by majority vote of the Council.

- Young Alumni Council Vice Chair

- Preside over meetings in Chair's absence
    - Oversee program liaisons
    - Shadow the Chair (with the expectation of becoming the next Chair)
    - Awareness of ongoing projects and events and understanding the role of the Chair in planning and executing these programs
    - Monitor and manage the Council's Facebook page, including monitoring inquiries and responding in a timely manner
    - Serve as the Chair of the Nominations Committee
      - Recruit participants for and lead the efforts of the Nominations Committee to increase membership, develop strategies to retain members, and recommend successive leaders

In the voting year 2015, the Vice Chair will be assigned by Institutional Advancement staff. Thereafter, this position will be elected by majority vote of the Council.

- **Programs**

- Student recruitment

- Career placement
  - Regional engagement
  - Nominations Committee
  - Giving/philanthropy
- **Program Liaisons**
    - Coordinate opportunities for Council member participation with professional staff
    - Recruit Council and peers to assist with programs for the specific program
    - Report progress to Council
    - Monitor and manage calendar with timelines for each program
- **Program Descriptions**
    - **Student recruitment:** Members should serve, as able and applicable, as Admission Ambassadors to assist in recruiting students to IIT.
    - **Career placement:** Working with the Career Services, members should consider ways to assist in the career development and placement of current IIT students and fellow young alumni. The program's efforts in this regard shall include speaking to students, mentoring, fostering internships, networking, participating in mock interviews, and advising on career and graduate school opportunities.
    - **Regional engagement:** If living in an Alumni Association chapter area, Council members should contribute to chapter efforts by becoming active in the chapter, planning regional young alumni events, and engaging in targeted outreach to peers to encourage event attendance.
    - **Nominations:** The Nominations Committee will review and recommend candidates to the Young Alumni Council for membership. Council members should identify individuals as prospects for Young Alumni Council membership. Additionally, members support the IIT Alumni Association by nominating individuals for Alumni Awards, other volunteer and leadership roles, and other forms of recognition.
    - **Giving/philanthropy:** The percentage of alumni who give to the university annually is critical to IIT's ongoing success and national rankings. Council members will demonstrate a commitment to IIT's future by making a gift. The goal is 100% participation for the Council. There is no required minimum contribution; members give where they have the most passion. Council members will also encourage other young alumni to give back.