

President

Brief Job Description:

The President of the U.Va Club of Richmond oversees and administers all aspects of the Club which includes all 19 active committees.

Duties & Responsibilities:

- Maintain contact with the University's liaison at the Office of Engagement.
- Manage/Oversee the 19 active committees in partnership with the two Vice-Presidents.
- Oversee/set the budget in partnership with the Treasurer.
- Attend and monitor the Club's various events and activities to make sure they follow the Club's Event Best Practices and meet the needs of our members.
- Partner with the University's Office of Engagement and Clubs IT Chair to ensure all advertising and marketing efforts meet Club standards and events are advertised in a timely and appropriate manner.
- Review the Bylaws.
- Create and maintain partnerships within the Richmond and University community that benefit the U.Va Club of Richmond.
- Interact with the Club membership and Past Presidents.
- Speak as requested/required at events.
- Actively manage and review the Club calendar and budget to ensure we are meeting the member's needs and maintaining our budget.
- Recognize outstanding volunteers and Club leaders as appropriate.
- Preside over Board Meetings and Executive Committee Meetings per Bylaws.
- Provide an agenda for Board Meetings per Bylaws.
- Sign all written contracts and other instruments made or entered into by or on behalf of the Chapter that have been approved by the Board.

Qualifications:

- Experience with the U.Va Club of Richmond.
- Previous experience serving on non-profit boards would be useful, but not absolutely necessary.

Lines of Communication:

- Liaison relationship with the U.Va Office of Engagement

Commitment Required

- Monthly Board Meetings
- Monthly Executive Committee Meetings and extras as necessary.
- Attendance at Club Events not required, but it is encouraged that the President attends at least one of each Committee's events.

Vice President, Social

Brief Job Description:

The Vice President over Social is in charge of overseeing the social function of the UVaClub of Richmond. As the Club has numerous events driven to serve Virginia alum, the VP of Social's main goal is to see that all Social aspects of the club are effective in meeting the goals of the Club as outlined in the bylaws.

Duties & Responsibilities:

- Monthly board meetings and executive team meetings
 - o Assisting President in his/her duties – i.e. chairing board meetings in President's absence, committee support for social activities, etc.
- Supporting Committee Chairs in planning, hosting and executing quality club events
- Driving membership at club events, supporting alum in Club engagement
- Event planning, execution and providing executive support to volunteers

Qualifications:

- Leadership, Communication and strong People Skills
- Event Planning and Logistics
- Ability to motivate others, leverage talent of volunteers and provide support
- In-depth knowledge of Club operations, functions, and committees

Lines of Communication:

The VP of Social reports directly to the President of the Club and works closely with the Social Chair in managing and overseeing Committee Chairs.

Commitment Required

- Monthly board meeting and executive team meetings, approximately 3 hours/mo.
- Multiple social event attendance, administration, planning, and executive support, approx. 9-12 hours/mo.
- Communication and support for Committee Chairs, approx. 2-3 hours/mo.
- Additional support duties specific to event execution 3-4 hours/mo.

Treasurer

Brief Job Description:

The Treasurer is responsible for taking care of all financial documents, handling of money, and keeping up with balancing of income throughout the fiscal year. As an executive board member, this person must attend all meetings to help keep the rest of the board and club up to date with budget progress.

Duties & Responsibilities:

On a monthly basis, the treasurer must use QuickBooks to record all transactions, including expenses, transfers and income to help balance the budget. Also required is the ability to check the Post Office box on a regular basis for all UVaClub communication.

Qualifications:

Background in finance, accounting or computers is recommended.

Lines of Communication:

The Treasurer reports directly to the Club President and also has close communication with the Alumni Association in Charlottesville.

Commitment Required

The recommended term of Treasurer is 3 years, starting at the beginning of the fiscal year.

Secretary

Brief Job Description: Central point of communication regarding Board meetings and notes

Duties & Responsibilities:

- Collect committee reports prior to Board meeting and send to Board in one document one week prior to meeting
- Take notes at Board meetings, send to committee after Board meeting
- Keep updated the Board member contact information/birthday list
- Assist with the Fall membership mailing
- Assist the president with any special projects
- Attend as many events as possible
- Serve on the Executive Committee of the Board

Qualifications:

- Must be organized
- Must be technologically savvy

Lines of Communication:

- President

Commitment Required:

- 1-2 hours per week on average

IT Committee Chair

Brief Job Description:

The IT Committee is responsible for the electronic communications services provided through the University for the Club. These services include the Club's web site, its event RSVP and payment system and its monthly newsletter eblast. While the committee is not responsible for the creation of content, it is responsible for its effective and timely publication.

Duties & Responsibilities:

The chairperson is responsible for assuring that the Club's web site is kept up to date and relevant to club members, assuring that web based RSVP's and payments are communicated to event leaders, oversight of social networks and that the Club's monthly eblast is assembled and published on a timely basis. The IT committee coordinates with the University's Office of Engagement on all related electronic communication plans and activities.

Qualifications:

The chairperson should have excellent communication skills and knowledge of IT and web based technologies.

Lines of Communication:

Committee volunteers will coordinate their assignments with the chairperson.

Commitment Required:

Committee volunteers will spend 4 to 8 hours per month on committee specific assignments but maybe also be asked to take on more than one assignment.

Book Club Chair

Brief Job Description: Organizes and leads bi-monthly Book Club meetings.

Duties & Responsibilities: Responsible for book choice, securing meeting location, communication regarding meeting and leading the discussion. Also includes sending follow-up and encouraging people to participate again.

Qualifications: Love of reading and interest in leading discussions on a variety of topics.

Lines of Communication: Primary communication is via email/e-newsletter.

Commitment Required: Not including reading the book, approximately 3-4 hours every other month.

Membership Chair

Brief Job Description: The Membership chairperson is to maintain Club records regarding membership, to facilitate maintaining and increasing membership in the Club and to provide information regarding

Duties & Responsibilities: Record and maintain a list and records of members of the Club, status of dues and member committee interests. Communicate with UVA Alumni Club regarding membership list and records, and interact with committee chairpersons to provide membership lists for coordinating event fees to members and non-members. Assist Board, officers and committee chairpersons in any requests regarding membership. Assist members with questions or issues regarding membership.

Qualifications: Ability to use Excel or other spreadsheet programs is a plus.

Lines of Communication: The Membership committee is self-contained, with one Membership chairperson and possibly one additional volunteer to assist with maintaining and updating the Club membership list.

Commitment Required: Membership committee can involve a somewhat heavy time commitment during the membership drive at the start of a Club year when member registrations are heaviest, but otherwise are very manageable and only take approximately 1-2 hours per week.

Spring Social Chair

Brief Job Description: Conceptualize, organize, publicize, gain sponsorship for, and execute the annual Spring Social

Duties & Responsibilities:

Attend and regularly contribute at board meetings; partnering effectively with other Social Chairs to organize and execute recurring club events (e.g., happy hours, holiday parties, barbecues, theater/opera/ballet, game watching parties, wine tastings) leading up to the annual Spring Social

Qualifications: Overall commitment to club success; organization skills to carry through the Spring Social; marketing skills to garner necessary support to make the Spring Social a success

Lines of Communication: Report to Board through the Vice President, Social

Commitment required: 2 hours/week

Holiday Party Chair

Brief Job Description: Plan, coordinate, and host the annual holiday party.

Duties & Responsibilities: Logistics typically include finding and securing a venue, securing entertainment, working to find sponsorships to offset the club's cost for the event, coordinating with caterers within our budget, and working with the technical committee to advertise and accept registrations for the event.

Qualifications: Previous event planning is helpful; ability to multi-task be organized and responsible and willing to work with a group.

Lines of Communication: Work directly with VP of Social and Board Chair; as well as other members of Exec.

Commitment Required: September and October: minimal

November and December: 2-4 hours per week

Networking Committee Chair

Brief Job Description: Develop and organize a committee dedicated to creative and enriching networking activities that meet needs of the diverse spectrum of alumni in Richmond.

Duties & Responsibilities:

1. Recruit competent committee members to ensure success of committee planning and events.
2. Facilitate committee activities, help develop networking activities, ensure deadlines are met.
3. Attend as many UVA Club sponsored events as is possible and practical.
4. Assist and participate in any and all activities related to building UVA Club membership.

Qualifications:

Dedication to helping alumni get grounded and familiar with Richmond; knowledge of successful networking methods. Adept at gathering resources and coordinating activities and people to produce high impact networking events.

Lines of Communication:

Board Members

Office of Engagement

Committee members

Alumni

Community Organizations

Commitment Required

1. Attendance at most board meetings.
2. Attending UVA Club events when possible
3. Committee meetings and event coordination = 1-2 hours per week (varies)

Luncheons Committee Chair

Brief Job Description:

The Club's Monthly Luncheon program is one of the Club's important outreach activities designed to connect club members to the University on an on-going basis. It provides the opportunity to hear lectures from University professors on a broad array of subjects, ask questions in a relaxed atmosphere and to socialize with other attendees.

Duties & Responsibilities:

This committee plans, schedules and coordinates the Club's monthly luncheons including obtaining luncheon speakers, establishing the date, time and location of the luncheons, advertising of the luncheons and speakers on the Club's web site and through its monthly eblast, monitoring luncheon RSVP's, assuring all attendees have name tags, and attending luncheons to check in attendees and collect payments not made through the Club's web site.

Qualifications:

The chairperson needs to be a good planner and have strong follow up skills. The chairperson needs to be reliable in performing all the duties and responsibilities noted above.

Lines of Communication:

Committee volunteers will work closely with the chairperson in performing all assigned duties.

Commitment Required

Committee volunteers, including the chairperson will spend 4 to 8 hours per month in supporting the Luncheons.

Evening Programs Chair

Brief Job Description: This position is responsible for identifying, planning, and executing programs during the evening. These programs should draw from the interests of the alumni and draw interest in the club.

Duties & Responsibilities: Identify programs. Coordinate events (determine time, place, location, and catering). Initiate sign-up pages and publicize events. Work within a set budget.

Qualifications: Basic project management and leadership skills.

Lines of Communication: Volunteers report directly to the committee chair.

Commitment Required: Two to three hours per week.

Young Alumni Chair

Brief Job Description: The Young Alumni Chair is the Club's conduit to Richmond area young alumni. The job entails promoting the club at large to potential young alumni members, whether recent graduates or those who have not participated in the past (up to the age of 35). The Chair will schedule events that will lead to such engagement.

Duties & Responsibilities: Schedule meaningful young alumni events that foster new and renewed membership in the Club. Foster a fun, open environment that will encourage membership in the Club. Keep open lines of communication with other Board members and Chairs to determine UVA Club of Richmond event schedule and potential help by the young alumni with other events. Report scheduled events and success stories to the Club at Board meetings. Maintain a balanced, conservative budget for purposes of managing the Club's monetary contribution to Young Alumni activities.

Qualifications: UVA Club of Richmond member for at least 2 years prior to assuming role, as well as a current member in good standing. The chair should have a stated commitment and strong desire to grow the Club. The chair should have a background with some past indication that they can manage a budget and recruit new members (time at the University, profession, job, membership in other civic organizations), as well as past illustrated involvement with similar organizations that would indicate a successful chairing of the Young Alumni. While not an absolute qualification, previous Young Alumni Chairs and/or Board members recommendations are strongly encouraged.

Lines of Communication: The Young Alumni Chair will speak directly with the designated Board liaison, either the designated Vice President or Social Chair. The Chair will also update the Club at large during Board meetings regarding recent events and ideas in the planning stage for the Young Alumni section. The Chair will also set up a Young Alumni Committee where ideas are exchanged, and reported up to the appropriate parties and/or Board.

Commitment Required: Time necessary to schedule and host young alumni events. Attendance at all Board meetings, unless otherwise excused. Time available to lead a Young Alumni Committee. The Chair will maintain an active involvement in official UVA Club of Richmond events that lead to young alumni involvement.

MLK Committee Chair

Brief Job Description:

The MLK Committee Chair facilitates activities between members of the UVaClub and the Martin Luther King Middle School. The chair collaborates with the school liaison for different activities to help broaden the knowledge of the MLK students as well as activities to beautify the school.

Duties & Responsibilities:

The Chair is responsible for making an annual task list for activities. The chair is also responsible for recruiting volunteers for numerous projects and coordinating/supporting these projects throughout the year.

Qualifications:

A willingness to work with a talented and eager group of students!

Lines of Communication:

A volunteer will often work directly with the school liaison or through the Chair. The Chair is always notified of all activities.

Commitment Required

The amount of time is flexible. The Chair must be willing to meet and frequently communicate with the committee and the MLK school liaison.

Cavaliers Care Committee

Brief Job Description:

This individual is responsible for planning and executing events that serve the Richmond community and which engage alumni. The committee chair must work with the Board to request resources as necessary as well as escalate any issues that may arise, for which the committee needs assistance. This individual will also be responsible for ensuring that there are a variety of events which will cater to a variety of interests. This is a communication-intensive role as you will be working with alumni, within the committee, to members of the Board as well as our partners in the community.

Duties & Responsibilities:

Coordinate projects with committee and deliver fun events which help the community and engage alumni of all ages and abilities

Ensure that the committee adheres to budgeted resources

Report to the Board the Committee's successes and request assistance as necessary

Maintain working relationships with community partner organizations

Ensure that volunteers are working in a healthy and safe environment

Promote volunteerism among the Club members and potential members

Qualifications:

Previous experience on the Cavaliers Care Committee (Required)

Previous experience with the UVA Club of Richmond (Optional)

Positive attitude (Required)

Lines of Communication:

The Cavs Care Chair will report to the Board and head a committee of alumni. This position will also require that the Chair be in communication with site leaders and organizations to offer support as needed.

Commitment Required

Generally, three to five hours per month for committee meetings and preparing paperwork, ensuring committee members are able to execute events. More time will be required during Cavs Care Month (April of each year) as well as during the Hokies vs. Hoos Food fight (General commitment of 10+hours per week).

Sports Committee Chair

Brief Job Description: Research and organize sports events for UVaClub members to participate in.

Duties & Responsibilities: Provide sports information to club members regarding, rules; Work with Treasurer for payment of events; Handle logistics of club member participation.

Qualifications: A desire to play sports.

Lines of Communication: Alana McMillan – mcmillan.alana@gmail.com

Commitment Required – Averages to 1 hour a week.

Richmond Ridley Liaison

Brief Job Description: Bridge communication between the UVaClub and the Richmond Ridley Committee to promote the Walter Ridley Scholarship.

Duties & Responsibilities: Organize the Richmond Ridley annual scholarship events and silent auctions; attend monthly meeting to coordinate the logistics of events; Set goals for how much money needs to be raised per year.

Qualifications: - none

Lines of Communication: Work with VP of Club and rest of Exec

Commitment Required – 2 monthly meetings (UVaClub + Ridley) + an average of 3 hours a month working on logistics of the events.

Schools Committee Chair

Brief Job Description:

The Schools Committee Chair shall coordinate and plan activities in the Richmond area that promote the University of Virginia to local high schools.

Duties & Responsibilities:

- Maintain contact with the University's liaison at the Office of Engagement and Office of Admissions.
- Recruit Schools Committee members (local area alumni)
- Coordinate and plan the yearly Send-Off of area high schoolers to U.Va (end of August)
- Coordinate and plan the yearly Junior's Night for area Juniors to learn more about U.Va (April/May)
- Coordinate and plan the yearly Acceptance Party for area Seniors who were accepted into U.Va (April/May)
- Coordinate the distribution of the Jefferson Book Awards which are awarded at area high schools to Juniors (May/June)
- Coordinate calls/e-mails to recently accepted students in the Richmond area (April)
- Brainstorm new events or ways to market U.Va to local area high schoolers

Qualifications:

- Ability to plan and execute events that appeal to a mixed audience of parents and students
- Ability to coordinate with the University's liaisons in a timely and efficient manner

Lines of Communication:

- Liaison relationship with the U.Va Office of Engagement and Office of Admissions
- Reports to Vice-President of U.Va Club of Richmond

Commitment Required

- Monthly Board Meetings
- Committee Meetings as required

Dabney Award Committee

Brief Job Description: This Committee selects (in conjunction with the VP of Student Affairs Office in Charlottesville) an award winner from the 4th year class) whose high school had been in the Richmond area) who best exemplifies the three Jeffersonian ideals of scholarship, leadership and citizenship/community.

Duties & Responsibilities:

Committee Chair: Coordinate with the VP's Office to make sure the Dean's of the respective schools at UVA send nominations; that selection packets of transcripts, essays and resumes are compiled and sent to the Richmond Club for review and selection process; oversee the selection process in Richmond with the Club Committee members; make arrangements with VP for interview session of finalists which takes place in Charlottesville (select interview questions, etc.); inform VP in Charlottesville of winner; order the Club's gift for recipient and arrange for engraving and delivery to spring event for presentation; invite winner and parents to spring event for presentation of award; present award to winner at spring event.

Committee Member: Read nominees' selection of packets; narrow choices to finalists for interviews; if possible, travel to Charlottesville to interview the finalists (and select a winner at end of interviews); attend the spring event; help with presentation of award, if need be.

Qualifications: A love of the University and a desire to be wowed by extraordinary students; ability to read through transcripts, essays and resumes; ability to interview others. Strongly suggested that the Committee Chair have served on the Committee prior to chairing it.

Lines of Communication: Most of the work can be done via email/phone. Exception is travelling to Charlottesville to interview the finalists. The Chair communicates with contacts in Charlottesville to get nominees packets and set up interviews (and notifying winner, etc.). Packets are mailed to committee members where possible (to keep information private and off the internet). The Chair keeps Club President (and appropriate VP) informed that committee's work is progressing. We begin in January; generally have a winner selected a month prior to spring event (to allow time for engraving of print).

Commitment Required: Several hours to read the packet and select finalists (mid-to-late February); if possible, a day in mid-to-late March to travel to Charlottesville to interview the finalists; attend spring event.