Alumni Group volunteer roles

Here are some additional roles (or parts of roles) you could consider creating to help balance the workload of running a Group. Identifying clear role descriptions, even in a few lines in an email, can help ensure work is delegated effectively and that everyone involved is clear about their roles within the Group.

**Group leader, chair or president**
- Ensure all activities are organised in line with the Group and University mission
- Encourage participation in the committee
- Provide a smooth transition for all role changes on the committee
- Represent the Group in its activities and/or outreach
- To make sure the workload for committee members does not become too demanding

**Secretary**
- Administrative support for the Group
- Coordinate the Groups programme of events and activities
- Hold copies of key documents e.g. constitution, minutes etc.
- Maintain a list of active Group member and contact details
- May be the key contact (Primary Group contact) for the Development and Alumni Relations office

**Treasurer**
- Collect and record any fees or subscriptions
- Maintain the Group’s bank account
- Responsible for the finances of the Group and provide a finance report for the Group

**Events officer**
- Organise individual events (e.g. sourcing speakers, venue and catering)
- Greet speakers and guests
- Many Groups allocate this role for each event, rather than one individual

**Honorary roles**
- Act as an ambassador for the Group in their capacity as a high-profile local alumna or alumnus
- Speak at key Group events
- Represent the Group in local forums
- Provide guidance on Group activities

**Recent graduate officer**
- Act as the main point of contact for recent graduates
- Advise on or organise relevant Group events for recent graduates
- Create and maintain relationships with relevant Student Societies
- Help to raise awareness of the Group with graduating students