

# Stephens College Alumnae Association Board

## **Regional Director Job Description**

Each year, the College welcomes new graduates to the alumnae family. Become a part of another tradition – the Alumnae Association Board (AAB). The AAB is seeking committed alumnae to serve as Regional Directors.

The Alumnae Association Board focuses on recruiting more volunteers in key geographic areas to support the mission of Stephens College. The Board is always seeking Regional Directors to serve on the AAB.

The Board is looking for candidates who, not only are passionate about their Alma Mater, but also exude confidence, intelligence and courage (or all the Ten Ideas). If you possess these qualities, the AAB invites you to apply.

Regional Directors are expected to:

- Attend one on-campus meeting, generally held in the Fall during Alumnae Leaders Weekend. *Regional Directors are also invited to attend a second meeting held during Celebrate Stephens reunion weekend, though this is not required.*
- Communicate Stephens College updates and act as a liaison to local Club(s) and Network(s).
- Support the efforts of Stephens College by conducting activities to engage alumnae, current students and prospective students
- Assist in the creation of new alumnae groups
- Participating in career networking activities
- Recruit volunteers for special projects (identified by the Stephens College Alumnae Association Board) and conduct volunteer training

## **Regional Director Application Form**

The Alumnae Association Board is seeking Regional Directors. These positions will be appointed by the Executive Committee. The Board's objectives include engaging alumnae, strengthening admissions, and engaging current students. Regional Directors will be selected from key geographic areas to support the mission and priorities of Stephens College Supporting materials are attached. Please complete and submit the following application by December 1, 2013.

**Name:**

**Address:**

**Phone(s):**

**Email:**

- 1.) Why are you interested in serving on the Alumnae Association Board?**
  
  
  
  
  
  
  
  
  
  
- 2.) How did you hear about the Alumnae Association Board?**
  
  
  
  
  
  
  
  
  
  
- 3.) Please list formal education.**
  
  
  
  
  
  
  
  
  
  
- 4.) What areas of the Board's work (engaging alumnae, increasing admissions, and engaging current students) most interest you and what specific skills will you bring to your service to the Alumnae Association Board?**

- 5.) **Regional Directors work closely with each other, National Chairs and other volunteers to develop activities at the local level. Please describe your experience working with volunteers.**
- 6.) **Would you be able to fulfill the time and philanthropic commitment required of Board members, including, attendance at: (1) on-campus meeting in the spring each year, (2) scheduled conference calls, (3) project assignments as necessary, and (4) expenses related to travel?**
- 7.) **In addition to the time and travel component, Stephens is proud to have a 100% philanthropic giving rate from its Board members. Board members are asked to make Stephens College one of their top three philanthropic priorities when establishing the amount. Are you willing to invest in Stephens in this way?**
- 8.) **Please describe one or more previous or current projects in support of Stephens College that have prepared you for a role on the Alumnae Association Board.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please date and return your completed application electronically to: [alumnae@stephens.edu](mailto:alumnae@stephens.edu). You may also email a current resume with your application**

**Please contact us at [alumnae@stephens.edu](mailto:alumnae@stephens.edu) with any questions regarding the requirements of this application. Thank you for applying to the Alumnae Association Board.**