

Regional Network Team Description

Purpose: Bowling Green State University Alumni Regional Networks exist to support the personal and professional success of alumni throughout the world. They inspire pride in, promote involvement with, and provide support for the University. Alumni Regional Networks support the University by organizing events and opportunities for alumni to reconnect with each other and BGSU. Regional Networks serve as a vital connection for alumni and friends who are relocating or looking for a group of friends with a common bond.

Major Duties and Responsibilities:

- 1) Serve as advocates for BGSU and the point of contact for alumni in your area
 - Name and email will be listed on the BGSU website, so alumni can reach out to learn how they can get involved with the Regional Network.
 - Proudly wear your orange and brown
- 2) Plan 3-4 Events Annually
 - Choose the event location or activity.
 - Notify the Alumni office at least 4-6 weeks prior to the event day or purchase deadline. The Alumni Office will email those in the area and help promote the event.
 - Serve as the "host" during the event. Answer questions, help attendees mingle, etc.
- 3) Promote the Regional Network Scholarship
 - Encourage event attendees and Facebook group members to make a gift to support BGSU students from your area.
 - Serve as an Ambassador on BGSU One Day, BGSU's annual day of giving. Post on social media and share why you support BGSU.
- 4) Help maintain the Regional Network Facebook page
 - Make Event Pages
 - Post BGSU or area related content, poll the group for event ideas, encourage communication and engagement.

Desired skills, attributes, and competencies:

- Passion for BGSU
- Must show respect to all BGSU alumni and friends at all times
- Desire to connect, network, and share your experience with fellow alumni.
- Basic computer skills
Email and Facebook – strongly encouraged, but not mandatory
- Basic knowledge of the area or ability to google popular, local locations and activities

Reports to: Assistant Director, Alumni Engagement

Benefits: By serving in this role, Regional Network Leaders will grow their personal and professional networks, enjoy fun social events, and be the first to know BGSU updates and undertakings.

Training provided: Conference Calls with all Network Leaders, a Monthly Regional Network Updates, and on-going support from the Alumni Office.

Estimated time commitment:

2-10 hours/monthly

Annual philanthropic obligation:

Leadership teams are encouraged to make a gift of any size to the Regional Network Scholarship for their area or to another area they are most passionate about.

Suggested Distribution of Duties

Regional Network Leader/Chair:

- Leads overall group to build an active and engaged Alumni network in your area.
- Participates in events and execution.
- Main alumni liaison - submits event request forms, receipts, and communicates deadlines.

Social Media Chair:

- Post weekly to group Alumni Facebook page.
- Shares all events on Facebook page by creating event pages.
- Informs Alumni Office of event pages created, so they can be shared on BGSU official pages when applicable.
- Search for and add new alumni to the group page.

Event Coordinator:

- Leads coordination and booking of events.
- Hosts 2-4 events per year in collaboration with other Regional Network leads.
- Incorporates unique ideas into events and activities.

Fundraising & Scholarship Chair:

- Assists event chair with 1 fundraising event per year.
- Responsible for acknowledging and recognizing scholarship recipient for the region.
- Helps recognize and recruit potential donors.

All positions are designed to help one another and spread responsibility across all team members to increase the positive impact in the community without creating a major time commitment for any one individual.

Term Limits: A volunteer may serve in any role for three years, upon completion of those three years they may serve in another position for a second three-year term. If a six-year commitment is reached, a minimum one-year break will be taken before reapplying.

Expectations:

- Inspiring alumni, friends, students, faculty, and staff to be donors and assisting in the collection of philanthropic resources for the benefit of the University.
- Each member of the Leadership team must be free of any conflicts of interest. Leadership helps to protect the reputation of BGSU and will lead by example. Examples include: wearing your BGSU spirit wear, sharing your story or experience at BGSU, sharing the work BGSU does for public good, and creating engaging events that bring alumni together and help them remember their experience.
- Serve as University ambassadors and advocates by communicating and supporting the Foundation's mission and purpose. This includes sharing if your area has a Regional Scholarship and acknowledging the recipients of that scholarship.

QUESTIONS?

Please contact:

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