

## **ROLE OF THE VICE PRESIDENT OF ALUMNI & FAMILY RELATIONS**

### **OVERVIEW:**

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

Should you have any questions about the role of this officer, please contact Fraternity Staff.

For additional resources, please visit [alphasigmaphi.org](http://alphasigmaphi.org).

### **RESPONSIBILITIES:**

- Member of the Prudential Board which meets weekly
- In conjunction with the Chapter Alumni Association, organizes a SIG Bust annually for the purpose of fostering alumni relations typically during homecoming, Founders Day or the anniversary of the chapter's chartering
- Produces at least two alumni newsletters annually in conjunction with the Alumni Association
- Produces an annual newsletter for parents/family members, in conjunction with the alumni newsletter
- Works with the appropriate officers to ensure that alumni are invited to significant events such as ritual ceremonies, recruitment events, formal dinners, etc.
- Orders graduation cords from the Alpha Sigma Phi Store at least on month prior to graduation
- Promotes the Alpha Sigma Phi LinkedIn site, Career Connections Facebook Page and the Alpha Sigma Phi Mentor Network as opportunities for members to network with other Alpha Sigs
- Seeks membership referrals from alumni annually
- Communicates at least monthly with the Alumni Association President (if applicable)
- Works with the chapter/provisional chapter alumni to develop an Alumni Association if one does not already exist
- Holds at least one event annually for parents/family members typically around the University-planned Family Weekend
- Works with Fraternity Staff to promote giving to the chapter endowment among alumni, parents and undergraduate members while serving as an ambassador and advocate for the Foundation (brief training may be requested)
- Coordinate an annual email solicitation to recent alumni and parents in November of each year. Email must be approved by the chapter's staff liaison and sent by Fraternity Headquarters on the officer's behalf Promote the Cardinal and Stone Society (undergraduate giving) for current members and new graduates. Percentage of chapter members in the Cardinal and Stone Society will be recognized yearly during the Cardinal and Stone Awards Banquet
- Sends a letter to all new members' parents, educating them on the Fraternity and the membership education process
- Prepares and organizes transition materials/saves materials to an online cloud prior to transition