

<b>Title</b>	<b>Approximate hours/month</b>	<b>Collaborates with</b>	<b>Description</b>
Assistant Secretary: email list maintenance	1	VP, Alumni Relations	Update email records as new data become available (ideally cross reference with National database)
Assistant Secretary: USPS list maintenance	1	VP, Alumni Relations	Update USPS addresses as new data become available (usually a few addresses change each time a mailing is sent)
Assistant secretary: Lost Alumni locator	2-10	VP, Alumni Relations	Attempt to locate Alumni with missing mailing and/or email addresses using National database, social media
Publicist: Let's have Lunch	2	VP, Alumni Relations	Send out reminder emails to alumni each month, identify and publicize participation by any special guests (from out of town)
National Alumni Advisory Group Liaison	1	VP, Alumni Relations	Attend quarterly conference calls with alumni groups around the country, represent UC Alumni, and report back significant findings
Chairman: Grand reunion	1-5	VP, Alumni Relations	Begin planning for the next Grand Reunion (date TBD)
Assistant Treasurer: Donation tracker	2	Treasurer	Record each donation and ensure each receives a thank you note, any necessary tax documentation and proper recognition
Assistant Risk Management Specialist	2-4	VP, Compliance	Participate in Risk management training provided by Alumni and become certified to teach the risk management program developed by National, act as a backup to the Alumni Board in case
Assistant House Manager	2-10	VP, Housing	Assist the VP of housing with projects (aimed at keeping the house safe and well-maintained)
Co-chairman: Young Alumni program	1-5	Young Alumni Chairman	Assist the Chairman of the Young Alumni Program to plan and publicize events and encourage participation by young alumni (from all chapters)
Active Chapter Meeting Liaisons	2	VP, Chapter Connections	Attend one meeting of the Active Chapter each semester (Tuesday nights at 6:30 pm) and report back to Alumni
Webmaster	1-5	VP, Chapter Connections	Work with the Active Chapter to maintain the UCTriangle.org website and the email distribution system
Instructor: LEAP	2	VP, Chapter Connections	LEAP is the Life-Skills Education Enhancement Program. Alumni periodically lead an educational session on a topic not covered in an engineering curriculum – examples include personal finance, real estate, filing taxes, interviewing, etc. Anyone willing to share an area of expertise is a potential participant