

# Alumni Scholars Club

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## DUTIES OF EXECUTIVE BOARD OFFICERS

In addition to the listed duties below that are specific to each position, all E-board members attend mandatory meetings every week that last approximately up to two (2) hours. They must also attend a mandatory three-night retreat in September funded by the UCLA Alumni Association, as well as major ASC events throughout the year (i.e. quarterly meetings, donor receptions, State Finals). At the discretion of the President, directors may also be asked to hold office hours at the James West Alumni Center during the academic week to encourage scholar interaction. Directors will be responsible for overseeing a committee of coordinators who will work closely with the Director in planning programs and events. Selection of these coordinator positions takes place in Fall Quarter under the direction of the ASC Executive Board.

### President

- Chair and plan agenda for Executive Board meetings.
- Plan/implement Executive Board retreats and other leadership development and bonding activities for the Executive Board.
- Oversee delegation of responsibilities to Executive Board members.
- Represent ASC for the Alumni Association at various meetings and events, as required.
- Define agenda of the organization during his/her term by developing the E-board's yearly vision statement.
- Serve as a liaison between SAA and ASC.
- Communicate regularly with Alumni Association staff advisors.
- Participate in Alumni Association committees, as needed.
- Represent ASC on the Alumni Association Scholarship Steering Committee.
- Attend Alumni Association Board of Director meetings.
- Oversee long-term planning efforts for ASC.
- Plan and coordinate final stages of Executive Board selection process in Spring Quarter.
- Plan and coordinate the ASC Open Houses for prospective Alumni Scholars.

The ideal applicant for **President** is interested in the growth and development of the Alumni Scholars Club through new and existing programs. This person has an understanding of the overall workings of the Alumni Association and ASC. This person should also be comfortable with public speaking and with acting as a representative of ASC to alumni and other campus organizations. The ideal applicant is committed to helping all Executive Board members carry out their individual tasks and to come together as a cohesive team. Thus, this individual should be able to handle conflicts that normally arise in group-leadership situations and be able to resolve them in a manner that benefits the club. This person should be highly self-directed, organized and able to pay attention to several different tasks and projects at the same time. The President should enjoy collaborating with and meeting other scholars. *Finally, the applicant for President should have had one year of previously serving on the ASC Executive Board.*

### Vice President

- Fulfill the duties of the ASC President in his or her absence.
- Assist the president with typical duties and other specific tasks.
- Act as a liaison with the Alumni Association (i.e. regional groups, community service programs).
- Coordinate, execute and delegate duties for the ASC Scholarship Fund.
- Coordinate ASC's end-of-the-year volunteer recognition event.
- Plan and implement activities to facilitate relationships and a sense of community among ASC coordinators.

- Plan/implement coordinator retreat(s) and other leadership development and bonding activities for all coordinators.
- Assist the President in planning the ASC Open Houses.

The ideal applicant for **Vice President** can make a difference and stand out in ASC without infringing upon the responsibilities of the President. This person should be deeply concerned with the Alumni Association and desire to promote the ASC Scholarship. Thus, the ideal applicant should feel comfortable soliciting fellow students for donations to the scholarship fund. In addition, the Vice President is in a position to learn the workings of the Executive Board through close interaction with the President, and therefore must be able to collaborate and cooperate with the President. Finally, the Vice President must be sociable and possess good communication skills to effectively portray the Executive Board and ASC to groups like fellow scholars and alumni.

### **Alumni Relations Director**

- Develop, oversee and implement the alumni mentorship program.
- Develop and coordinate mentor/mentee activities during the year to facilitate strong relationships, such as the Mentor Mixer and Back to Westwood events.
- Develop and expand mentor database to include Alumni from all walks of life.
- Plan and coordinate Feast on Foot and other alumni and student social events.
- Initiate and develop other ASC programs as he or she may see fit to encourage better interaction between scholars and Alumni.
- Organize alumni attendance at various events, such as quarterly meetings and the Senior Event.
- Plan and coordinate the Mocktail Party or a similar networking event with the Leadership Director.

The ideal applicant for **Alumni Relations Director** is professional and a self-starter capable of continuing the success of the mentorship program. This person should be able to coordinate and interact well with alumni and Alumni Association staff. He or she will be expected to solicit alumni using various media to encourage them to create meaningful relationships with students. The Alumni Relations Director should be apt at multi-tasking in order to coordinate events at which alumni and students can meet to socialize. Finally, the ideal applicant should be organized and responsible, as they will be charged with properly matching and filing confidential student and alumni files.

### **Bunche Programs Director**

- Plan and coordinate Bunche Scholar participation in recruitment programs for prospective students and Bunche Area Interviews.
- Attend meetings with Alumni Association committee(s) related to Bunche programs and outreach.
- Plan welcome mixer and mid-year reception for Bunche Scholars.
- Coordinate with other Directors to encourage Bunche participation in the Ambassador Program and Guardian Angels.
- Create new opportunities for Bunche Scholars to interact; increase Bunche Scholar participation in current activities.

The ideal applicant for **Bunche Program Director** is a Bunche Scholarship recipient who has experience planning events and has the capability to work well in groups. The applicant will be in charge of increasing Bunche Scholar involvement in order to continue the legacy of Dr. Ralph J. Bunche. The individual will work with a member of the Alumni Association's Bunche Committee to organize a mid-year mixer that allows Bunche Scholars and Bunche Committee members to meet, mingle and network. The applicant will also be very involved with the Ambassador Program that helps spread information about the existence of the scholarship and encourages a large number of applicants to the Bunche program. This individual will also be involved with organizing volunteers to help with the spring Outreach and Recruitment Receptions for admitted, underrepresented students. Because Bunche scholars have a unique commonality, the Bunche Director should focus on bringing this group of students together to make meaningful connections.

### **Campus Volunteers Director**

- Serve as a direct link to Alumni Association staff and ASC advisor in coordinating the placement of students in Alumni Association and UCLA service projects.
- Promote, organize, and expand the Campus Volunteers program.
- Develop new campus partners throughout the University.
- Regularly check the ASC Volunteer email account and respond to email inquiries.
- Collect volunteer names and create/update the Campus Volunteers master volunteer database.
- Plan and implement the annual Locks of Love event.

The ideal applicant for **Campus Volunteers Director** is interested in the continuation and expansion of ASC campus service efforts. Event-planning and volunteer recruitment experience would be especially helpful. The Campus Volunteers Director should be sociable and enjoy working with and talking to people. They should be familiar with various Alumni Association service opportunities. This person should also have experience organizing large numbers of volunteers and have an interest in working with professionals within the UCLA community. He or she should also be interested in promoting Alumni Scholars and their services to UCLA at large as well as have a passion for service. The Campus Volunteers Director should be extremely organized, as this position often requires overseeing multiple events at a time, often during the same week.

### **Communications Director**

- Oversee copy, graphics, and layout editors/coordinators in their production of 3 ASC newsletters per year.
- Create an ASC scrapbook at the end of the year documenting the activities of ASC.
- Responsible for keeping the ASC office clean and organized.
- Update ads/graphics on the computer desktops in the ASC Office.
- Take and prepare minutes from E-Board meetings and retreats; prepare meeting agendas.
- Responsible for helping to plan with other E-board members the Senior Event in winter quarter.
- Supporting other E-boarders and their programs as needed.

The ideal applicant for **Communications Director** should be forward-looking and organized. This individual should expect to spend some time each week monitoring the progress of the newsletter and maintaining the ASC office. He or she should work well under deadlines and strict time schedules. The ideal applicant should question how each event gets covered, how to make that coverage better, and when the coverage is sufficient. Being communications director will test this individual's strengths, since the only limits to how much time and effort the director can give to the club is that which he or she has available. This individual should also be creative in terms of making the ASC office a useful and fun environment and patient through the sometime tedious tasks this requires. The applicant will have to coordinate often with the President to put together an agenda before each meeting. The ideal applicant should be willing to type and print meeting minutes and action items from each meeting and distribute them to each of the board members.

### **Community College Transfer Outreach Director**

- Coordinate participation of transfer students in prospective student recruitment activities (receptions, spring phone bank, interviews). Coordinate Community College Outreach portion of Ambassador Program and ASC Adventures.
- Plan transfer student mixers and promote career and networking events for transfer students.
- Develop other possible events to involve transfer students in ASC, the Alumni Association, and transfer student outreach.

The ideal applicant for **Community College Outreach Director** is an Alumni Scholar who is committed to the Alumni Association goals. This person should be familiar with the Alumni Association and the university so they are able to connect transfer students to service opportunities. This person should care about issues that are unique to transfer students and have some ideas as to how ASC can better serve

them. This person should be a self-starter, innovative, and want to come up with new ideas on how to expand the position. The Community College Outreach Director should be able to work well and communicate with others. *Applicants need not be a transfer student to apply.*

### **Freshman Scholarship Director**

- Coordinate Ambassador Program during fall and winter quarters.
- Plan and coordinate State Finals for high school seniors from around California.
- Recruit and train Alumni Scholar volunteers to help with State Finals.
- Responsible for the coordination of the ASC State Finals video.

The ideal applicant for **Freshman Scholarship Director** does not necessarily have to be a former State Finalist, but they should have a working knowledge of the program and its goals. This person should be devoted to recruiting outstanding future Bruins by making sure that State Finalists have a great time while visiting the campus during the event. During the fall quarter, this individual will implement the Ambassador Program, which sends current scholars to area high schools to promote the Alumni Association Scholarship Program and encourage seniors to apply. In the late winter and early spring quarters, this person will be extremely busy planning the logistics of State Finals. He or she will have to be a self-starter, initiating certain aspects of their program on their own, with the assistance of Alumni Association staff. The ideal applicant should be able to work well with scholars, Alumni, and Alumni Association staff. They must be able to multi-task, and remain calm under pressure.

### **Leadership Development Director**

- Plan and implement leadership development workshops for Alumni Scholars throughout the year, including logistical details and event materials.
- Draw upon alumni volunteer support to develop and implement workshops as needed.
- Work with Vice President to plan and implement leadership development event for ASC coordinators in fall quarter.
- Explore and promote career development opportunities for Alumni Scholars by working with the Alumni Association and campus resources such as the Career Center.
- Plan the Mocktail Party or a similar networking event in coordination with the Alumni Relations Director.

The ideal applicant for **Leadership Development Director** should have some experience in organizing events. Student government or similar experience would fulfill this requirement. He or she should also possess proficient communication skills and be comfortable with public speaking. In order to establish and maintain contact with alumni and volunteers the director should have a personal yet diligent, clear, and professional approach to their communication. Finally, the individual should be able to perform some long-range planning, since they will be responsible for developing and implementing a plan to both enhance leadership skills and promote leadership and career development opportunities for Alumni Scholars.

### **Marketing Director**

- Responsible for publicizing ASC programs to all Alumni Scholars (e-marketing, flyers, posters, etc.).
- Responsible for maintaining accurate and updated information on the ASC web site.
- Oversee coordinators in the development and updating of content and layout of the ASC web site.
- Act as club Historian or appoint and oversee one.
- Support other E-boarders and programs as needed.

In addition to having good communication skills, the applicant for **Marketing Director** should be excited about ASC and willing to actively promote its programs. This individual should be meticulous and well organized. In addition, this person should be a self-starter and able to recognize smaller programs amidst the larger, key ASC events so they can actively promote them and encourage scholars to participate. The ideal applicant should be willing to learn the structure and policies regarding marketing at the Alumni

Association in order to successfully navigate the system so that ASC publicity gets out on time. In addition, this individual should expect to spend some time each week updating his or her committee and monitoring the progress of the ASC web site. Web site development skills are not required, but would be extremely valuable. All scholars depend on the Marketing Director to provide them with the information they need about the club.

### **Scholar Relations Director**

- Oversee positive ASC relations by planning and implementing social activities to build community among Alumni Scholars.
- Coordinate, with the assistance of the Executive Board, ASC Adventures before school begins in the fall.
- Coordinate the Guardian Angels program over the summer.
- Work toward creating ASC traditions by holding one major Scholar Relations event per quarter.
- Plan the Fall, Winter, and Spring Quarterlies, with the assistance of coordinators and the Executive Board.
- Organize a welcome e-mail with E-board contact info to go out to new scholars over the summer.
- Organize ASC scholar involvement in Alumni Relations events as needed, such as the Alumni Tailgate.
- Work with a co-director on all programs and events.

The ideal applicant for **Scholar Relations Director** is well connected on campus and has a wide knowledge of a variety of campus and community activities. This person should be able to work well with a co-director and be able to delegate to his or her coordinators. The Scholar Relations Director should maintain contact with the Marketing Director to ensure that all events are advertised to scholars, both through the club web site and through e-mail. This person should be enthusiastic and able to work on community building over the summer to ensure a quick start to the year. Finally the ideal applicant should be interested in helping a large number of scholars build a stronger Alumni Scholars Club community through social events and quarterly meetings. This position requires a commitment to begin planning over the summer for fall quarter events such as ASC Adventures and the Fall Quarterly.

### **Spirit Director**

- Coordinate volunteers for the "I'm Going to College" program, 4 to 5 events per year.
- Coordinate ASC Heal the Bay Beach Clean-Up and develop social events in conjunction with Heal the Bay such as the Beach Bonanza and/or ASC Beach Day.
- Plan and coordinate ASC Marching and/or Float Entry in the SAA Blue & Gold Week parade in December.
- Organize IM teams for interested ASC scholars.
- Rally spirit at Quarterly meetings and other events.
- Develop, oversee and implement the Peer-2-Peer program.
- Develop and coordinate Peer-2-Peer activities during the year to facilitate strong relationships, and involvement in the ASC and UCLA community.

The ideal applicant for **Spirit Director** is enthusiastic and energetic. This person needs to be able to organize volunteers in order to help create an original and innovative marching and/or float entry for the Blue & Gold Week parade. Applicants should be ready to put a good amount of time into organizing and recruiting volunteers/participants for Heal the Bay, IGTC, the Blue & Gold Parade and the Peer-2-Peer program. This person should be able to coordinate and interact well with their fellow scholars. He or she will be expected to recruit current students using various media to encourage them to apply for the Peer-2-Peer program. This person should be organized and responsible, as they will be charged with properly matching and following up with Peer-2-Peer pairs. An ideal candidate should be very familiar with spirit events as well as the Peer-2-Peer program. This position will require a significant time commitment in the summer and Fall quarter.