Steering Committee

A volunteer alumni chapter steering committee will provide opportunities for alumni, families and friends to stay engaged in meaningful ways that benefit the overall mission of Butler University and are expected to:

- Be educated on the current state of Butler University in order to foster dialogue.
- Share pride in Butler University.
- Inform Butler University of the accomplishments and service of its graduates.
- Facilitate networking among alumni, parents, friends, and students.
- Allow alumni an introduction to volunteer leadership with the University.

The steering committee shall consist of no less than 12 members and a four (4) member leadership team, including a Chapter President, Vice President, Special Project Chair and Communications Chair. This leadership team will be appointed by the Alumni Office with the assistance of the Chapter President.

Each committee member shall attend meetings (in-person or by conference call) called by the president or alumni office and shall endeavor to help support and further the University’s goals.

Steering Committee Appointment Process

1. In April of every year, an online interest form will be sent to the current steering committee. Each member will be asked to fill out the form in order to be considered for reappointment for the next academic year (June 1 – May 31).

2. An excerpt will appear in the Alumni Newsflash communication calling for alumni interested in joining the steering committee, either by self-identification or nominating a fellow alumnus. In order to be considered for appointment, an alumnus must have submitted an interest form or have a nomination submitted on their behalf.

3. In early May, a president will be selected by the Office of Alumni and Parent Programs from the pool of interested applicants.

4. The Office of Alumni and Parents Programs will then select remaining members of the steering committee.
   a. These members will be selected to represent different class years, colleges, interests, skills, and past experiences with the University. Past time and talent contributions to the university will also be considered as well as willingness to work with the University, contribute time and enthusiasm, and the ability to motivate and engage alumni.
5. Once other members of the committee are selected, the Alumni Office will work with the president to appoint a Vice President, Communications Chair and Special Project Chair to make up the steering committee leadership team.

**Expectations of Leadership Roles**

Each role on the steering committee has a set of expectations and those appointed to those roles will sign an agreement of the expectations in order to serve:

**President:**
- Serves as primary contact and liaison between the Alumni and Parent Programs (APP) staff and the alumni chapter
- Work with APP staff to schedule steering committee call-in and/or in person meetings and attend all meetings
- Assists in developing an annual plan to include goals, meeting calendar and event calendar
- Work with the APP staff to:
  - assist in identifying a Vice President; works to appoint and train an informed and enthusiastic successor to ensure the continuation of the chapter
  - to appoint a Communications Chair and Special Projects Chair
- Assists in the planning of events that reach a variety of audiences and further the connection to the University
- Monitors the implementation of the planned calendar of events; delegate responsibilities, and follow-up with the APP staff
- Maintains open communication with the APP staff at all times, responds in a timely manner
- Assist communications chair with social media outreach

**Vice President:**
- Supports president/co-presidents
- Serves as secondary contact in the chapter
- Assists chapter president with monitoring the implementation of the planned calendar of events; delegating responsibilities, and following-up with the APP staff
- Assists in the planning of events that reach a variety of audiences and further the connection to the University

**Special Project Chair:**
- Works with chapter president and APP staff to plan a calendar of events for the year
- Suggests places to host events, such as happy hours and viewing parties.
- Works with the chapter to encourage members to promote events in their own Butler networks.
• Works with APP to provide the final attendance sheet, a post-event report, suggestions, feedback and photos

Communications Chair
• Spearheads the social media outlets for the chapter including but not limited to Facebook, Twitter and LinkedIn.
• Posts updates, news, event photos, and invitations on social media accounts in a timely manner and without instruction
• Determines alternative ways to promote an upcoming event or activity

Steering Committee Resignation
A committee member may resign from the steering committee by giving notice to the Chapter President. Vacancies shall be filled by the Associate Director of Alumni and Parent Programs from a list of volunteers interested in serving on the committee which is compiled periodically by polling the membership.