SWARTHMORE

ALUMNI COUNCIL

Member Responsibilities & Expectations

The Alumni Council leads the Alumni Association, promotes unity, and fellowship among alumni and advances the interests of the College. Alumni Council members are ambassadors for the College. We share information from the College with alumni, support alumni events, raise issues to the College that arise in the alumni body, and serve students, faculty, and the administration. We stay up-to-date on College affairs, connecting with alumni, and supporting students.

General Responsibilities

Council members are expected to complete all of the following.

During Council Weekends

- Attend all Council meetings
- Actively participate in Council meetings and Council work
- Attend all required Council activities
- Respectfully engage with students, faculty, and administration members

Before/After Council Weekends

- RSVP for meetings in a timely manner and promptly alert Council President and College staff of any conflicts
- Participate in email conversations and/or conference calls for assigned committees or all-Council meetings
- Follow up on action items and regularly give status updates to committee chairs
- Review minutes from prior Council Weekend meetings
- Participate in all-Council projects
- Maintain Alumni Council Directory profile
- Contribute to The Swarthmore Fund in a manner consistent with your means

Responsibilities between Meetings

Alumni Council members have many opportunities to support the College in between meetings. AC members should do as many of these as fits their circumstances.

Stay connected with Fellow Alumni

- Host/attend a regional alumni/affinity/Connection event of your choosing
- Share what you learned while on campus with your Swarthmore friends and/or classmates (*e.g.*, post a message on your class discussion board)
- Attend SwatTalks and suggest potential speakers
- Read the Bulletin and Alumni Association Quarterly Newsletter

Stay Connected with Campus

- Read *The Phoenix, Minding the Light, Quarterly Alumni Newsletter*, and any other relevant information
- Attend sporting events, artistic performances/exhibits, or lectures at the College
- Attend Alumni Weekend
- Attend Garnet Weekend
- Serve in another volunteer role for the College, such as:
    - Class agent
    - Class secretary
    - Reunion volunteer
    - Admissions interviewer
    - Admissions college fair representative

Support Students

- Help a student obtain employment (Connect with Career Services)
- Respond to student inquiries regarding career advice
- Provide or arrange a position for a student
- Sign up with Career Services to be an Alumni Advocate for your company
- Update your profile in the Swarthmore Alumni Online Community

Act as a Promoter/Friend to the College

- Publicize Swarthmore College in your community
- Wear clothing with the Swarthmore logo
- Mention Swarthmore in letters to the editor
- Cite Swarthmore in blog posts
- Display a Swarthmore College bumper sticker or decal on your car
- Repost or share Swarthmore posts or articles on your social media accounts

General Conduct

All Alumni Council members are asked to sign a confidentiality statement regarding information shared by the College to members.

Alumni Council members are expected to use good judgment and discretion in interacting with students.