

Alumni Council Expectations

Alumni Council Charge. Alumni Council members serve as ambassadors for the College. They impart information from the College to alumni, share with the College concerns that arise in the alumni body, and provide consultation and advice. Members of the Alumni Council can also mentor and help students find jobs, imagine new ways to connect students with alumni, and help alumni maintain lifelong connections with the College and each other.

General Responsibilities. *Council members should complete all of the following.*

During Council Weekends

- Attend all Council meetings
- Attend all activities during Council meetings, as appropriate (*i.e.* do not make alternate plans that conflict with Council activities)
- Actively participate in working group projects
 - When possible, volunteer to lead a project

Before / After Council Weekends

- RSVP for meetings in a timely manner
- Participate in email conversations and/or conference calls with working group members and/or subcommittee members
- Follow up on action items and regularly give status to working group co-chairs
- Read minutes from prior meetings as soon as they are shared
- 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. *Council members are encouraged to choose at least 3 per year and will be asked to report to working group chairs on the activities they completed.*

Connecting 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)
- Actively participate in Swarthmore groups on online social networking site (*e.g.* start or respond to discussion threads, etc)
- If a social networking group does not exist that meets your interest, create a group and enroll other alumni / students to participate. Continue to moderate that group actively.

Stay Connected with Campus

- Read *The Phoenix* or *The Daily Gazette*
- 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
 - Class agent
 - Class secretary
 - Reunion committee volunteer
 - Admissions interviewer
 - Admissions college fair representative
 - Etc.

Act as a Promoter / Friend to the College

- Publicize Swarthmore College in your community - purchase clothing or bumper stickers here <http://bookstore.swarthmore.edu/>
 - Wear clothing with the Swarthmore logo
 - Mention Swarthmore in letters to the editor
 - Cite the Swarthmore website in blog posts
 - Display a Swarthmore College bumper sticker or decal on your car
 - Repost or share Swarthmore tweets or articles on a Twitter, Facebook, etc
 - Etc.
- Donate or increase your donation to a specific program or fund of your choosing (*i.e.* Alumni Council Scholarship, The Swarthmore Fund, etc.)

Help or Mentor Students

- Participate in the externship program (<http://www.swarthmore.edu/extern.xml>)
 - Host a student at your home
 - Sponsor a student at your place of work
 - Organize/attend the extern program reception in your city
 - Solicit friends/classmates to be extern sponsors
 - Etc.
- Help a student obtain employment
 - 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
- Host international students during school break periods
- Host an admitted students' gathering or a send-off for matriculating students