

# UVA Club Board of Directors

A Board of Directors leads the UVA Club in developing and implementing a yearly program of events and identifying and cultivating new volunteer leaders. Board members serve in a dual ambassadorial role: by representing the University to their constituency and local community and by representing their constituency and local community to visiting University professors, alumni, parents and officials.

Potential UVA Club officers and their respective responsibilities:

## 1. **President**

- Provides leadership and direction to the UVA Club
- Maintains regular contact with Regional Engagement Officer (REO)
- Represents the club and local community to the University of Virginia
- Serves as chief ambassador of the University of Virginia to constituency and local community
- Convenes regular Board meetings

## 2. **Vice-President**

- As president-elect, shadows President to learn various aspects of position
- Presides at meetings and events where President is unable to attend
- Serves as secondary contact for UVA constituents interested in the club
- Assists other Board members with UVA Club events

## 3. **Cavalier Admission Volunteer Chair**

- Collaborates with UVA, REO and Office of Admission
- Serves as ambassador to local high school administrators
- Recruits UVA volunteers to staff local college fairs
- Recruits UVA volunteers for more formal alumni admission panels and regional Office of Admission programs.
- Coordinates congratulatory phone calls to accepted students
- Along with the Social Chair, coordinates annual Accepted Student reception
- Along with the Social Chair, coordinates annual Student Send-off Party
- Administers presentation of Jefferson Book Award

## 4. **Social Chair(s)**

- Coordinates social, athletic and/or special events
- Coordinates cultural and speaker events
- Plans game-watching events, including tailgates when UVA teams visit your city
- Organizes recurring events, such as happy hours at local venues
- Plans holiday parties, barbecues and other celebrations
- Liaises with local alumni clubs from other universities to spearhead joint events
- Works with Treasurer to design donation structure

**5. Communications Chair**

- Oversees the submission of event information
- Serves as an editor for all club communications
- Promotes club activities on social media
- Shares event photos on the UVA Club webpage

**6. Cavaliers Care Chair**

- Serves as liaison with local non-profits and community organizations
- Liaises with the REO to coordinate Cavaliers Care initiatives,
- Spearheads UVA Club participation in area community service efforts

**7. Treasurer**

- Maintains club bank account through the UVA Fund
- Works with UVA Fund Office and the Office of Engagement to coordinate collection and disbursements

**8. Parent Ambassador**

- Creates opportunities for local parents to be engaged in the life of the University
- Serves as a contact for local parents of current and potential UVA students
- Works with Social Chair to coordinate family-oriented events

**9. Young Alumni Representative**

- Ensures that young alumni needs and interests are met in club programming
- Coordinates yearly "Welcome to the City" event for recent graduates with Outreach Chair

**10. Student Ambassador**

- Shares their experience with accepted students through congratulatory calls.
- Greets incoming students and their parents at **Student Send-offs** in their home community.
- Visiting with University alumni, parents and friends during UVA Club Winter Socials.
- On Grounds, Student Ambassadors promote the UVA Clubs Global Network at key University events, including: UVaExpress, International Student Welcome Dinner, More than the Score Lecture Series and Family Weekend Breakfast and Social