



## COUNCILOR JOB DESCRIPTION

The Dartmouth Alumni Council is the representative body of Dartmouth alumni, composed of 125 members who serve as a two-way liaison between alumni and the College. Councilors represent their various classes, regional clubs, professional schools, the faculty, affiliated groups, and other alumni constituencies. The Council meets in Hanover twice a year. The Council meets twice annually in Hanover. While Councilors are responsible for their own travel, the Office of Alumni Relations covers the costs of meals and accommodations during the meeting.

The Council's mission is to sustain a fully informed, representative, and engaged exchange of information and sentiment between alumni and their College, and to enhance and inspire alumni involvement that furthers the mission of the College.

Alumni Councilors:

- Communicate Dartmouth news and initiatives to their constituents
  - Bring the ideas and feedback of their constituents to the attention of the Council and College leaders
  - Inspire volunteerism and engagement with Dartmouth
  - Act on behalf of their constituencies
1. Alumni Councilors communicate with their constituents several times per year and share feedback and questions from their constituents with the Council's Alumni Liaison Committee, which is tasked with sharing alumni sentiment with the Board of Trustees and other College audiences. Alumni Councilors are encouraged to communicate via their own channels, which may include class newsletters and social media.
  2. Alumni Councilors typically serve on one Council Committee.
  3. An Alumni Council class or club representative serves as an ex-officio member on the Board of Directors of his/her assigned Alumni Club or as an ex-officio member of his/her Class Executive Committee and may perform the following as applicable:
    - Attends club board or class executive committee meetings and events when possible
    - Contributes College and Council news to the class or club newsletter
    - Answers questions posed by constituents
    - Brings ideas, concerns and comments of alumni to the Council
    - Serves as a Council representative at Club and Class functions
  4. Alumni Councilors may serve on special committees, by appointment of the Council President and Executive Committee, formed to undertake College projects.
  5. Alumni Councilors serve as representatives of their constituencies and act in the best interest of the College. They actively learn and know the state of the College and its goals and



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6. communicate that information to alumni, and they diligently learn alumni sentiment and help the College to fully understand and consider sentiment. They think independently and deeply, and they work with the Trustees, faculty, students, and administration in a common effort to preserve the College's strengths and build her future.