



Alumni
Relations

Ivey Business School

Alumni Class Liaison Position Description

Role:	ALUMNI CLASS LIAISON
Works in partnership with:	Sara Fischer, 519.661.3981 / sfischer@ivey.ca
Term:	Five Years ~ renewable

This role has proven to be interesting for alumni who enjoy keeping up on the events of their classmates. It is not onerous, but an important hub for networking and keeping up to date, especially in preparation for class reunions.

We encourage Class Liaisons to use the services of as many of their classmates as possible and to identify a representative from each section. The Liaison should delegate, and follow-up on tasks, but is not expected to take on all the responsibility personally. A back-up, or contingent Liaison who may act as an assistant, is useful for succession planning and/or role sharing.

Support from the School covers all reasonable mailing administration and costs, updated class lists, all data entry, and advance notice of upcoming Chapter/School events. Any other support can be requested as needed.

Key Result Areas:

Reunion (every five years):

- Promotes participation in class reunion
- Spearheads class volunteer recruitment effort as required
- Consults with classmates to determine preference for reunion activities
- Approves and signs "Mark the Date" letters to classes; class letter templates are supplied as requested.
- Makes follow up phone calls and e-mails (all data provided) to classmates to encourage Reunion attendance (@July/August)

Communication:

- Acts as a conduit for two-way communication between class and the School and vice versa
- Encourages classmates to submit class notes for Intouch magazine
- Helps locate "lost" classmates – forwards new contact information to School
- Organizes semi-regular forms of communication through e-mail, newsletters, social media or on-line class community
- Educates classmates whenever necessary about programs and services offered by the School or Ivey Alumni Network

Position Profile:

- Achieves results and works through others
- Ability to build teams
- Ability to communicate effectively

Estimated Time Commitment:

- Approximately one hour per month throughout the year, and an additional hour a week one month prior to Reunion