

**Alumnae/i Association of
The College of New Rochelle**

Volunteer Position Description

PRESIDENT

Presides at all meetings of the Association and the Board of Directors

Works closely with the Director of Alumnae/i Relations

Serves as Chairperson of the Executive Committee of the Board and maintains close communication with the other members, which meets at least three times a year

Serves as an ex officio member of the Annual Giving, Communications, Mentoring, Programming, and Recruitment Committees

Contributes annually to the Annual Fund for 100% participation

Represents alumnae/i by attending as many college events as possible

Aids in strengthening the relationship between the College and alumnae/i whenever possible

CNR's Institutional Planning Priority # 6

Strengthened connection and engagement of students and alumnae/i of all Schools to assume responsibility for the future financial health of the College.

College Advancement Mission Statement

The mission of College Advancement is to work together as a team to support the mission of The College of New Rochelle, by providing ever increasing financial support through a process of engaging, with integrity and respect, selected constituencies through comprehensive and creative programming and communication.

Alumnae/i Message

Dedicated, hardworking, visionary people who have gone before us have brought CNR to this moment of strength. If the College is to continue as a vibrant, thriving institution, it is our alumnae/i who will allow us to realize our hopes and aspirations for a prosperous future. Their presence, wisdom and partnership will guarantee a second century of excellence in education. Alumnae/i validate the mission of CNR. They are living examples of The College of New Rochelle around the world. Alumnae/i have a unique responsibility to provide for the future success of the College. Their investment ensures access for our students and wisdom for life.

Updated 4-09

**Alumnae/i Association of
The College of New Rochelle**

Volunteer Position Description

VICE-PRESIDENT

Attends meetings of the Board of Directors

Assumes the duties of the President in her or his absence

Serves on the Executive Committee which meets at least three times a year

Serves as a resource for college efforts in fund raising, communication, mentoring, programming, and recruitment

Represents alumnae/i by attending as many college events as possible

Contributes annually to the Annual Fund for 100% participation

Aids in strengthening the relationship between the College and alumnae/i

Serves as a Liaison to one Committee supporting the Committee Chair also serving as a communications conduit between both groups.

CNR's Institutional Planning Priority # 6

Strengthened connection and engagement of students and alumnae/i of all Schools to assume responsibility for the future financial health of the College.

College Advancement Mission Statement

The mission of College Advancement is to work together as a team to support the mission of The College of New Rochelle, by providing ever increasing financial support through a process of engaging, with integrity and respect, selected constituencies through comprehensive and creative programming and communication.

Alumnae/i Message

Dedicated, hardworking, visionary people who have gone before us have brought CNR to this moment of strength. If the College is to continue as a vibrant, thriving institution, it is our alumnae/i who will allow us to realize our hopes and aspirations for a prosperous future. Their presence, wisdom and partnership will guarantee a second century of excellence in education. Alumnae/i validate the mission of CNR. They are living examples of The College of New Rochelle around the world. Alumnae/i have a unique responsibility to provide for the future success of the College. Their investment ensures access for our students and wisdom for life.

Updated 4-09

**Alumnae/i Association of
The College of New Rochelle**

Volunteer Position Description

RECORDING SECRETARY

Attends meeting of the Board of Directors

Acts as recording secretary to the Board of Directors and the Association

Serves on the Executive Committee which meets at least three times a year

Acts as recording secretary to the Executive Committee by taking and submitting meeting minutes.

Serves as a resource for college efforts in fund raising, communication, mentoring, programming, and recruitment

Represents the alumnae/i by attending as many college events as possible

Contributes annually to the Annual Fund for 100% participation

Aids in strengthening the relationship between the College and alumnae/i

Executive Board Liaison to Committees

CNR's Institutional Planning Priority # 6

Strengthened connection and engagement of students and alumnae/i of all Schools to assume responsibility for the future financial health of the College.

College Advancement Mission Statement

The mission of College Advancement is to work together as a team to support the mission of The College of New Rochelle, by providing ever increasing financial support through a process of engaging, with integrity and respect, selected constituencies through comprehensive and creative programming and communication.

Alumnae/i Message

Dedicated, hardworking, visionary people who have gone before us have brought CNR to this moment of strength. If the College is to continue as a vibrant, thriving institution, it is our alumnae/i who will allow us to realize our hopes and aspirations for a prosperous future. Their presence, wisdom and partnership will guarantee a second century of excellence in education. Alumnae/i validate the mission of CNR. They are living examples of The College of New Rochelle around the world. Alumnae/i have a unique responsibility to provide for the future success of the College. Their investment ensures access for our students and wisdom for life.

Updated 4-09

**Alumnae/i Association of
The College of New Rochelle**

Volunteer Position Description

CORRESPONDING SECRETARY

Attends meetings of the Board of Directors

Serves on the Executive Committee which meets at least three times a year

Handles correspondence for the Association, Board of Directors, and the Executive Committee, specifically in alerting and ascertaining volunteers for various campus activities.

Serves as a resource for college efforts in fund raising, communication, mentoring, programming, and recruitment

Represents the alumnae/i by attending as many college events as possible

Contributes annually to the Annual Fund for 100% participation

Aids in strengthening the relationship between the College and alumnae/i

Executive Board Liaison to Committees

CNR's Institutional Planning Priority # 6

Strengthened connection and engagement of students and alumnae/i of all Schools to assume responsibility for the future financial health of the College.

College Advancement Mission Statement

The mission of College Advancement is to work together as a team to support the mission of The College of New Rochelle, by providing ever increasing financial support through a process of engaging, with integrity and respect, selected constituencies through comprehensive and creative programming and communication.

Alumnae/i Message

Dedicated, hardworking, visionary people who have gone before us have brought CNR to this moment of strength. If the College is to continue as a vibrant, thriving institution, it is our alumnae/i who will allow us to realize our hopes and aspirations for a prosperous future. Their presence, wisdom and partnership will guarantee a second century of excellence in education. Alumnae/i validate the mission of CNR. They are living examples of The College of New Rochelle around the world. Alumnae/i have a unique responsibility to provide for the future success of the College. Their investment ensures access for our students and wisdom for life.

Updated 4-09

**Alumnae/i Association of
The College of New Rochelle**

Volunteer Position Description

SECOND VICE-PRESIDENT

Attends meetings of the Board of Directors

Serves on the Executive Committee which meets at least three times a year

Serves as a resource for college efforts in fund raising, communication, mentoring, programming, and recruitment

Represents alumnae/i by attending as many college events as possible

Contributes annually to the Annual Fund for 100% participation

Aids in strengthening the relationship between the College and alumnae/i

Executive Board Liaison to Committees

CNR's Institutional Planning Priority # 6

Strengthened connection and engagement of students and alumnae/i of all Schools to assume responsibility for the future financial health of the College.

College Advancement Mission Statement

The mission of College Advancement is to work together as a team to support the mission of The College of New Rochelle, by providing ever increasing financial support through a process of engaging, with integrity and respect, selected constituencies through comprehensive and creative programming and communication.

Alumnae/i Message

Dedicated, hardworking, visionary people who have gone before us have brought CNR to this moment of strength. If the College is to continue as a vibrant, thriving institution, it is our alumnae/i who will allow us to realize our hopes and aspirations for a prosperous future. Their presence, wisdom and partnership will guarantee a second century of excellence in education. Alumnae/i validate the mission of CNR. They are living examples of The College of New Rochelle around the world. Alumnae/i have a unique responsibility to provide for the future success of the College. Their investment ensures access for our students and wisdom for life.

Updated 4-09