Job Descriptions

A. College Representatives

To be eligible for nomination, persons shall have been active in the alumni affairs of his/her college for at least two years, and, if the college has an Alumni Board, shall have served at least one term on that board.

The responsibilities of College Representatives to the Board shall be to:

1. Maintain contact with the Dean of his/her college with regard to the activities of the Alumni Association.
2. Work to ensure that his/her college has:
   a. An organized alumni board;
   b. A paid staff member with alumni responsibility;
   c. Effective communication with college alumni in the Tulane Clubs;
   d. Planned activities for college alumni in the Tulane Clubs.
3. Encourage his/her college alumni board to coordinate meetings with Tulane Alumni Board meetings.
4. Attend at least two Tulane Alumni Board meetings each year.
5. Serve on committees as assigned.
6. Contribute to the Annual Fund.
7. Be an active advocate for his/her college and the university.

B. Tulane Clubs Representatives

To be eligible for nomination, persons shall have been active in the alumni affairs of his/her Tulane Club for at least two years.

The responsibilities of Tulane Club Representatives to the Board shall be to:

1. Work to ensure that his/her city’s alumni chapter plans and implements:
   a) An efficient and cost-effective communication network within the city’s designated geographic area;
   b) Activities that foster networking among alumni within the city’s designated geographic area;
   c) Activities that enhance student recruitment and admissions within the city’s designated geographic area;
   d) Activities that promote Tulane’s programs and accomplishments within the city’s designated geographic area.
2. Maintain contact with local representatives of each college.
3. Attend at least two Tulane Alumni Board meetings each year.
4. Serve on committees as assigned.
5. Contribute to the Annual Fund.
6. Be an active advocate for the college and the university.