

CO-LEADER

Length of Commitment: Two Years

Time Involvement: 5-10 hours per month

Duties/Responsibilities:

- Be a current member of the General Alumni Association
- Serve as the outreach point of contact by representing the GAA in the local area
- Perform the duties of the President in his or her absence
- Coordinate club programming
- Oversee committees and serve as liaison between the committee leadership and the club leadership team, including but not limited to:
 - Following up with committee leaders to ensure committees stay on target with their specific tasks
 - Assisting with recruitment of committee members to manage programs and serve as potential successors for committee leadership
 - Providing committee reports at club leadership meetings
- Attends the Club Leaders Training Workshop (highly recommended)
- Abides by GAA Club Leader's Code of Conduct (see last page)
- Coordinate with the President on short and long-range objectives and goals
- Provides information for newsletters, social media, and mailings to the communication manager, including information about upcoming events