



ALUMNI
ASSOCIATION

PITT CLUB LEADERSHIP ROLES

Club Chair

- Directs overall club development and programming
- Appoints and oversees communication with designated Chairs
- Serves as the primary contact for the club and the club liaison to Pitt Alumni Association
- Builds and maintains member email distribution list
- Communicates all news/ updates to club members via email (BCC ideal)
- Creates and distributes club e-newsletter on an as-desired basis
- Submits the club Banner Program application

Community Service Chair

- Locates and organizes local community service activity opportunities for alumni
- Primary community service event focus will be National Alumni Day of Caring (event date details will be communicated to Club by the Pitt Alumni Association)

Networking/ Happy Hour Chair

- Secures venue and organizes alumni happy hour/ networking events
- Primary networking event focus will be National Alumni Networking Day (event date details will be communicated to Club by the Pitt Alumni Association)

Panther Game Watch Chair

- Secures venue and organizes Panther athletics game watches
- Bowl games and Conference/ NCAA Tournament games are key draws

Social Media Chair

- Regularly posts club & University news/ events updates on club social media pages (Facebook/ LinkedIn/ Meetup.com)
- Responds to queries and outreach posted by alumni on club social media pages

Special Events Chair

- Secures venue, creates budget, establishes marketing timeline, and coordinates logistics
- Sub-chairs can include: Freshmen Send-Off Chair, Social/ Fundraising Event Chair, and Athletic/ Tailgate Event Chair

*** Should the club look to establish a checking account for programming/ scholarship fundraising purposes, a **Finance Chair** should be appointed to manage any club-related financial activity. Clubs with a checking account will need to complete and submit a yearly fiscal report to the Pitt Alumni Association (finance report form will be provided by the PAA).