Alumni Council Responsibilities

By committing to serve on the UM Alumni Association Alumni Council, alumni leaders work toward the Alumni Association’s success. Below are the key duties and responsibilities.

- Serve as an ambassador and spokesperson for the University of Miami and the University of Miami Alumni Association
- Attend regularly scheduled Alumni Council meetings (once a year, in the fall)
- Make a yearly “stretch” gift to the University’s Annual Fund
- Participate on select alumni standing, sub-, and ad hoc committees
- Attend alumni programming events and encourage participation in them (e.g., Alumni Weekend, Summer Send-Offs, Alumni Awards Ceremony, National Tour, Away Pregames)
- Nominate candidates for our Alumni Awards Ceremony (complete online form)
- Recruit alumni volunteers for future alumni programs and events
- Purchase a UM license plate for your vehicle (if the plate is available for purchase in your state – Florida and Maryland)

Additional Duties for Alumni Club Leaders

Alumni club leaders serve as a liaison between the Alumni Council and their local alumni club. Each alumni club serves to carry out the mission of the UM Alumni Association through a variety of social, cultural, and educational events geared toward alumni family and friends across the country. Alumni club leaders serve a one-year term and may be re-elected for an additional one-year term.

Duties:
- Submit a calendar of planned activities and events for the year to the Office of Alumni Relations
- Hold meetings and events within your local community
- Follow the PRIDE program for national outreach programs and services
- Inform alumni in your community about the University and the Alumni Association
- Regularly communicate with the Office of Alumni Relations (e.g., notify us if there is a change in your leadership, upcoming event, etc.)
- Maintain best practices as outlined in the Guidelines and Expectations packet
- Participate in alumni club leader conference calls

Additional Duties for School and College Representatives

School and college group leaders are representatives from the University’s academic schools and colleges. Each leader serves on the Alumni Council as a liaison between the UM Alumni Association and their specific school or college on campus. Each group serves to carry out the
mission of the Association through a variety of social, cultural, and educational events for alumni. School and college representatives serve a one-year term and may be re-elected for an additional one-year term.

Duties:
- Hold regular meetings and events in accordance with your specific school/college
- Annually disseminate any financial information about the group to members
- Implement group bylaws
- Regularly communicate with the UM Alumni Association, Office of Alumni Relations, and the appropriate school/college staff representative
- Maintain University best practices

Additional Duties for Special Interest Group Leaders
Special interest group leaders are representatives from organized groups of alumni and friends who share a mutual interest relating to the University of Miami (i.e., UM Sports Hall of Fame, Black Alumni Society). Each leader serves on the Alumni Council as a liaison between the Association and their group. Special interest groups carry out the mission of the UM Alumni Association through a variety of social, cultural, and educational events. Group leaders serve a one-year term and may be re-elected for an additional one-year term.

Duties:
- Hold regular meetings and events in accordance with your specific group
- Annually disseminate financial information to your group membership
- Implement group bylaws
- Regularly communicate with the UM Alumni Association and Office of Alumni Relations
- Maintain University best practices