



Board Member Job Descriptions

All board members are expected to attend at least two-thirds of scheduled board meetings, as well as SCend Off and other major Club events.

Thank you for your interest in the USC Alumni Club of Washington, DC. One of the nation's largest Trojan alumni communities, the Alumni Club has a few primary functions, including

- Planning and hosting events for alumni in the DMV area, including but not limited to: game watches, networking mixers, happy hours, and community service events.
- Acting as an outreach ambassador for the University of Southern California to prospective students, including but not limited to: selecting scholarship recipients, volunteering at USC events in the area, and being available to answer questions from prospective students.

The Alumni Club is led by a group of volunteer leaders, each of whom is responsible for a specific programmatic or management area and works with the rest of the Board to plan and execute events. Board members are appointed by the elected executive leadership team, including the President, Vice-Presidents, and Immediate Past President.

Available positions include:

- Financial Chair/Treasurer
- Scholarship Chair
- Social Chair
- Game Watch Chair
- Communications Chair
- Professional Development Chair
- Mentorship Chair

Please see below for further descriptions of each of the positions and their respective responsibilities. If you have any questions, or think there is a position that should be on this list and is not, drop us a line at dc.trojans.board@gmail.com

Fight On!



USC Alumni

Club of Washington, D.C.

Financial Chair/Treasurer

Act as the CFO of the Club and be the primary steward of the Club's financial assets.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and present monthly financial updates.
- 2) Draft and manage annual Club budgets, in coordination with the executive leadership team; work with programmatic leaders to ensure that programs are kept on or under budget.
- 3) Monitor Club financial assets to assure sound management and prevent any misuse.
- 4) Review and approve any requests for reimbursement or expenditure of Club funds, along with the President and Immediate Past President.
- 5) Work to create new revenue streams for the Club and insure long-term financial solvency.

Scholarship Chair

Manage the Club's Scholarship program, including advertising the program, designing a balanced selection process, and ensuring scholarships are paid out in a timely fashion.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on scholarship disbursements.
- 2) Set annual scholarships target/budget, in coordination with President, treasurer and members of the board.
- 3) Work with USC Office of Admissions to promote Alumni Club scholarships to applicants in the Washington, DC region.
- 4) Draft / update promotional materials as needed, including flyers and web content (in coordination with Communications Chair).
- 5) Manage selection process, including but not limited to: designing an application, interviews, ratings, and metrics for grading candidates, and leading final votes.
- 6) Promote scholarship recipients on website, annual reports, etc.
- 7) Coordinate with the SCend Off Chair for appropriate involvement of scholarship recipients at SCend Off.
- 8) Coordinate with USC Office of Federal Relations to promote scholarship recipients.
- 9) Respond to incoming inquiries about scholarship programs.



USC Alumni

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Social Chair

Create and coordinate diverse social events for Club members.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on recent and upcoming social events.
- 2) Develop and implement regular and diverse social events that appeal to a variety of Club audiences.
- 3) Investigate potential sponsors to defray event costs (in coordination with the Financial Chair)
- 4) Coordinate with other board or social committee members planning / hosting events (e.g. Scholarship Chair, fundraising chair, Game Watch Chair, representatives from Marshall, Annenberg, etc.) to ensure the events calendar is evenly spaced.
- 5) Draft and update relevant website and newsletter content (in coordination with Communications Chair).
- 6) Work with Communications Chair to publicize (photos, videos, social media summaries) after social events.

Game Watch Chair

Plan and lead sports-related events, including football viewing parties.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on Game Watch matters.
- 2) Manage annual venue review and selection process, in coordination with the Social Chair, executive leadership team, other interested members of the board.
- 3) Liaise with the venue to ensure accurate and complete scheduling as well as a smooth-running event.
- 4) Work with the fundraising and development chair to manage raffles, merchandise sales or other fundraising activities during the event.
- 5) Manage Club involvement in any USC team event in the DC area.
- 6) Draft and update relevant website and newsletter content (in coordination with Communications Chair).



USC Alumni

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Communications Chair

Manage the external presentation of the Club, including Web content, newsletters and other promotional activities.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on communications issues.
- 2) Write (or coordinate submission of) and review all proposed Club website content, and ensure that the website remains up-to-date.
- 3) Draft and update a general Club flyer for distribution at events, to include a general overview of the Club and a list of upcoming events.
- 4) Draft and update an annual report on Club activities over the past years, in coordination with other Board members.
- 5) Compile, format and distribute the Club's weekly email update.
- 6) Help publicize appropriate Club events to the media (including USC publications) or other relevant audiences.
- 7) Manage Club-sponsored social networking sites (Facebook, LinkedIn, Twitter).

SCend Off Chair

Manage the Club's flagship annual program for incoming freshmen and new transfer students.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on SCend Off planning.
- 2) Develop annual event budget, in coordination with the board.
- 3) Coordinate SCend Off event, including location, logistics, catering, decorations, giveaways/raffle items, and volunteer staffing.
- 4) Manage outreach and invitations to incoming students and their families, returning students, alumni, and other members of the Washington-area USC community.
- 5) Coordinate with the Scholarship Chair to secure attendance of scholarship recipients and recognize scholarship recipients at the event.
- 6) Draft and update relevant website and newsletter content promoting SCend Off event (in coordination with Communications Chair).



Professional Development Chair

Create and implement a Club professional development program.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on professional development activities.
- 2) Organize career-related events, including panels and networking opportunities
- 3) Coordinate with USC Career Centers/offices to promote opportunities for alumni in the Washington area.
- 4) Actively solicit job and internship opportunities to be promoted to Club members.
- 5) Draft and update relevant website content (in coordination with Communications Chair).
- 6) Regularly add content to Club LinkedIn group to generate conversation.

Professional Development Chair

Develop and implement a Club mentorship program.

- 1) Serve as a key member of the Alumni Club; attend monthly board meetings and report on ongoing mentorship activities.
- 2) Manage mentorship process, including candidate application, pairings, touching in, and ensuring program creates value for all participants.
- 3) Informally connect Trojans to others in their industry.
- 4) Regularly monitor news for noteworthy Trojans new to the District and invite them to be involved in Club activities, along with the executive leadership team
- 5) Work with Professional Development Chair to ensure mentors and mentees are exposed to all Club professional development offerings
- 6) Coordinate with other programmatic Chairs to ensure events are well-spaced on Club calendar.