Affinity Group Chairs (Chartered Level)

Affinity groups are any collection of Duke University alumni who unite around a central interest, mission, or background beyond class affiliation or geographical location. Affinity groups are primarily volunteer-led and actively engage in communicating and/or gathering both on campus and in the regions on a regular basis to carry out their missions and strengthen bonds with each other and to Duke. Chartered groups are those deemed by the DAA as strategically important to the life of the DAA and/or University communities and include a select number of identity groups whose membership is above a certain threshold. Groups currently included are Duke Black Alumni (DBA), the Duke LGBTQ Network, and the Duke University Hispanic and Latino Alumni Association (DUHLAA).

Specific Duties

- Provide leadership to the group’s national board and general body by establishing and supporting organizational priorities and processes that align with the DAA’s strategic plan
- Serve as the primary liaison between group members, the national board/executive committee, the Duke Alumni Association, and Duke University
- Ensure national board/executive committee members are appointed or elected following policies laid out in group bylaws and in consultation with DAA staff
- Coordinate the activities of the board/executive committee and its members
- Set board meeting dates, ensure that all meetings are properly announced to members, develop agendas, and chair meetings
- Lead monthly calls with national board members/executive committees and DAA staff
- Work with national and regional boards, in consultation with DAA staff, to appoint regional board representatives
- Ensure submission of calendars of events and annual reports on membership and programming to the DAA
- Serve as ex-officio members of the Alumni Association’s Board of Directors and attend fall, winter, and spring meetings
- Work with DAA staff to develop and execute succession plans for board leadership
- Ensure communications to members, such as newsletters and social media, are timely

Time Commitment

The Chair position requires six hours per month

Term Limit and Requirements

Chairs will be elected to serve terms based on the group’s bylaws, with most serving for 2-3 years

Qualifications

- Chairs should have served in leadership roles within the group and possess strong organizational and networking skills