

## GRADUATE AND PROFESSIONAL SCHOOL REPRESENTATIVES

The Graduate and Professional School Representative is instrumental in serving as a voice for alumni of the Graduate and Professional Schools, which now make up over 50% of the Duke alumni population. Boards in larger regions should aim to have at least one representative from each of Duke's nine Graduate and Professional Schools on their board. In their role, each School Representative encourages the Board to pursue programming that engages a broad cross-section of the alumni population, beyond the traditional undergraduate experience. Each School Representative also serves as a communication conduit between the School and the Duke regional board.

### SPECIFIC DUTIES

- Attend and participate in quarterly Duke regional board meetings, and serve on a committee (if required by the regional by-laws)
- Represent the school in the region as well as Duke and the DAA
- Serve as a point-of-contact for the respective school's alumni base in the region
- Encourage fellow alumni attendance at Duke alumni programs
- Keep informed of school activity in the region by reading email communication from the school and by communicating regularly with alumni affairs staff at the school
- Attend local events
- Help recruit new volunteers
- Help to plan and execute events for Graduate and Professional school
- Perform other responsibilities assigned by the DAA as needed

### TIME COMMITMENT

The Graduate and Professional School representative position requires 2-4 hours per month

### TERM LIMIT AND REQUIREMENTS

This position is recommended by the alumni office of the graduate or professional school to the nominating committee of the regional board for a two-year term. They are elected as part of the nominating and elections process.

### QUALIFICATIONS

- Must be a graduate of one of the Graduate and/or Professional Schools
- Willingness to communicate with Alumni Affairs professionals within the Graduate and/or Professional Schools
- Willingness to serve as an ambassador for the school alumni community and to promote Duke alumni events to your network
- Willingness to plan one event per semester