CO-CHAIRS

The Co-Chairs will provide leadership to the Board and ensure it functions effectively. They will also create a spirit of Forever Duke regionally by overseeing coordination of all official university-wide alumni events in the region.

SPECIFIC DUTIES

• Provide leadership to the Regional Board of Directors by establishing and supporting organizational priorities, in collaboration with the Regional Director, that align with the DAA strategic plan
• Serve as primary regional liaison between the Board, the Duke Alumni Association and other Duke University staff
• Set regional board meeting dates, develop meeting agendas and chair meetings of the Board
• Participate in monthly calls with Regional Directors and/or other DAA staff
• Appoint the Chairs of each of the Standing and Special Committee, in consultation with the Regional Director or other DAA staff
• Work with DAA to determine leadership succession for the Board and the DAA
• Intentionally recruit to diversify the board (ie: class year, race, gender, graduate/professional school alums)
• On an annual basis, evaluate the performance of the Region via the Duke Standards, a board accreditation program
• Serve as a representative of the Regional Board at regional events
• Perform other responsibilities assigned by the DAA as needed

TIME COMMITMENT
The Co-Chair position requires between 4 and 15 hours a month depending on region size

TERM LIMIT AND REQUIREMENTS
Co-Chairs are appointed by the DAA Regional Director and approved by the regional board and serves one two-year or three-year term.

QUALIFICATIONS

• The Co-Chairs should have served in a leadership role within the regional board
• Possess strong organizational and networking skills