

Volunteer Job Description

Regional Ambassador

GENERAL DESCRIPTION:

A Regional Ambassador is appointed by the MITAA Liaison responsible for the territory. Each Regional Ambassador will serve as the primary contact person and link between the alumni in their area and the Alumni Association.

RESPONSIBILITIES:

- Be MIT's "eyes and ears": Periodic communication with the MITAA Liaison; relay concerns of local alumni and feedback from MIT events in their area
- Organize occasional events such as an annual Pi Day; use local expertise to decide on location, venue, and event format; and provide attendance lists to the MITAA Liaison
- Be an MIT spokesperson: Represent MIT and the Alumni Association to alumni in the area
- Identify local alumni to be cultivated as alumni volunteers and prospects.
- Serve as a contact person for alumni who receive special publicity through local media, and notify MIT
- Serve as a conduit of information for alumni moving to and from the area
- Serve as an advisor to the MITAA Liaison in the identification and selection of another alumnus/a to succeed them
- Submit annual event summary

QUALIFICATIONS:

- Enthusiasm for MIT and its mission
- Highly motivated and receptive; Regional Ambassadors must be ready to seek out and cultivate alumni activity in their area
- Responsible and organized; able to accurately relay information and feedback from alumni to the Alumni Association
- Respects confidentiality of personal information provided by and to the Alumni Association

TIME COMMITMENT AND TERM:

The official term of a Regional Ambassador is two years. Upon completion of a term, the Regional Ambassador may be reappointed at the discretion of the MITAA Liaison to continue for another term, with limitation of up to three consecutive terms, or a total of six years.

TRAINING AND SUPPORT:

- The Regional Ambassador will receive training and should seek guidance from their MITAA Liaison
- Access to the list of alumni in their area from the Alumni Association

- Training sessions during the Alumni Leadership Conference
- Participation in Club Council calls

BENEFITS:

Regional Ambassadors forge strong relationships with both local alumni and the Alumni Association and gain a greater understanding of the breadth of MIT's activities and impact around the world.

As volunteers for MIT, Regional Ambassadors are invited to the yearly Alumni Leadership Conference and to the quarterly Club Council calls. These are opportunities to expand their network of alumni connections and to learn more about the MITAA strategy for engagement.