

## MIT Alumni Association Chair of the Cardinal & Gray Society Job Description

The Chair of the Cardinal & Gray Society collaborates with the Alumni Association staff and serves as the lead of the Cardinal & Gray Society. This is a network for all (undergraduate and graduate) MIT alumni who have passed the 50th anniversary of their graduation from MIT.

### **Term of Office:**

Five Years

### **Time Commitment:**

1-2 hours per month, on average

### **Qualifications:**

- History of participation in Alumni Association activities.
- Strong volunteer record.
- Strong ability as a public speaker.
- Strong people skills.
- Enthusiasm for MIT.

### **Responsibilities:**

- Informal advisor to Alumni Association staff meeting once or twice a year in person or via conference call, to discuss potential speakers, events, and other ways to connect with Cardinal & Gray alumni.
- Act as master of ceremonies at Cardinal & Gray events (2-3 virtual events a year and annual Holiday Luncheon) welcoming guests and introducing speakers.
- Attend Tech Reunions and participate in the 50th Commencement Luncheon to induct the 50th class into the C&G Society, Memorial Service, and the C&G Gala and Dinner Dance
- Work with the MIT Alumni Association to promote and market Cardinal & Gray activities, including but not limited to a welcome letter to the incoming 50th reunion class, email invitations/marketing for events, and annual communications to Cardinal & Gray alumni about Tech Reunions.
- Personally contact classmates and other alumni to attend Cardinal & Gray events.

\* Travel to regional events is not required, though the chair's participation in this way is always welcome. Note: The MIT Alumni Association cannot reimburse volunteers for travel and other fees, except Cardinal and Gray events at Tech Reunions.

**Training:** No special training required.

### **Staff Support:**

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