

## Volunteer Job Description

### Regional Chair

#### GENERAL DESCRIPTION:

The Regional Chairperson (RC), is an essential role within the Educational Council that will allow you to build relationships with MIT alumni/ae and become a vital conduit of communications between the Council and Admissions Office, ECs, a Vice Chairperson (VC), and the high schools and young people in your region.

#### RESPONSIBILITIES:

- Communicate with local ECs, Admissions and Council office staff, and students and parents.
- Manage local membership by keeping an accurate number of ECs for the number of local schools, and assigning an appropriate number of schools to each EC.
- Work with Admissions and support the organization of recruitment events, such as the Fall Central Meeting or Spring Yield Meeting.
- As an RC, you select a Vice Chairperson (VC) to train as your successor and to be available to fill in for you if you have scheduling conflicts during important events like Fall Central Meetings.

#### EXPECTED OUTCOMES AND TERM GOALS:

RCs are responsible for helping the ECs operate effectively, offering feedback to the EC whenever possible and helping them to work more efficiently. Because the Admissions Office is unable to meet with all new ECs, it is the responsibility of the RC to train new ECs by informing them of what to expect, sharing personal insights about the job, and reviewing key handbook points.