



Alumni
Relations

Ivey School of Business Alumni Class Liaison Position Description

Role: ALUMNI CLASS LIAISON
Works in partnership with: Leona Manufor, 519.661.3981 /
Term: lmanufor@ivey.ca Five Years ~ renewable

This role has proven to be interesting for alumni who enjoy keeping up on the events of their classmates. It is not onerous, but an important hub for networking and keeping up to date.

We encourage Class Liaisons to use the services of as many of their classmates as possible. The Liaison should delegate, and follow-up on tasks, but is not expected to take on all the responsibility personally. A back-up, or contingent Liaison who may act as an assistant, is useful for succession planning and/or role sharing.

Support from the School covers all reasonable mailing administration and costs, updated class lists, all data entry, and advance notice of upcoming Chapter / School events. Any other support can be requested as needed.

Key Result Areas:

Communication:

- Acts as a conduit for two-way communication between class and the School and vice versa
- Encourages classmates to submit class notes for Intouch magazine
- Helps locate "lost" classmates – forwards new contact information to the School
- Organizes semi-regular forms of communication through e-mail, newsletters, social media or on-line class community
- Educates classmates whenever necessary about programs and services offered by the School or Alumni Network

Social:

- Helps plan regular social events for your class

Position Profile:

- Achieves results and works through others
- Ability to build teams
- Ability to communicate effectively

Estimated Time Commitment:

- Approximately one hour per month throughout the year