**“E” Position Description**

* Serve as the primary and ongoing contact for alumni
* Produce an alumni newsletter; work with the “BB” to edit and revise if possible
* Submit Campus Scene articles for the *Quarterly* articles (deadlines: April 1 and November 1)
* Coordinate alumni functions (homecoming, Founders’ Day, special events, etc.)
* Facilitate correspondence with alumni:
	+ Birthdays, anniversaries, etc.
	+ Acknowledgements
	+ Newsletter information
	+ Thank-you letters
	+ Invitations
* Maintain an up-to-date mailing list including all alumni
* Work with the AMC to involve alumni in the Associate Member Program
* Invite alumni to ritual and initiation
* Promote alumni initiations
* Prepare and organize transition materials; save all materials to an online cloud prior to transition