BRONCO CONTACT VOLUNTEER POSITION DESCRIPTION

BSU Alumni Association Mission:
To promote the advancement of academic excellence by fostering alliances among alumni and the University community while supporting our University's traditions and future.

Bronco Contact Purpose
To serve as a point of connection between area alumni and the BSU Alumni Office; to engage BSU alumni and friends by serving as a communication link and/or event organizer to create opportunities for social interaction, networking, and shared Bronco Pride; to become part of the Bronco Network.

Bronco Contact Responsibilities
- Be listed on the website as a Bronco Contact (e-mail and/or phone number)
- Organize at least one event or program per year that aligns with the BSUAA mission
- Promote membership and other benefits to constituency
- Serve as area information person for local inquiries about alumni activities, scholarship opportunities, community interests, student recruitment, and Association news.
- Communicate regularly with the staff about activities in your area
- Submit post-event report to staff after each event
- Sign a confidentiality form that protects all alumni from misuse of personal information

Qualifications to be a Bronco Contact
- Commitment to the mission, visions, and values of the BSU Alumni Association
- Communication, decision-making skills, and the ability to work effectively with a team
- Organized and self-motivated
- Current BSU Alumni Association dues paying member

Time commitment and leadership term
Time commitment for Bronco Contacts varies according to geographic area, personal commitment, and energy of individual alumnus/na.
Benefits
- Newsletters and other periodic communications from the BSUAA
- Early announcements of special alumni activities
- Invitations to campus for special events
- Contact with other Bronco Contacts and the Bronco Network

Alumni Association Assistance for Bronco Contacts
- E-mail list management
- Web design and maintenance
- Online event registration
- Consultation for events

Note: Funding for your event may be considered by the staff, provided there is demonstrated alumni interest and strong membership in the area.

STEPS TO BECOME A BRONCO CONTACT
- Submit letter of interest outlining commitment to supporting the mission of the BSU Alumni Association
- Sign confidentiality form indicating commitment to protect alumni information
- Commit to organize at least one area activity per year (written documentation required)
- Submit information to be listed on the Web site
- Be a current dues-paying member

For more information, please contact:
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