

BHAN CHAPTER BOARDS

The more board members actively supporting a BHAN (Berkeley Haas Alumni Network) chapter, the better! Here are the key board roles every chapter needs:

President(s):

- schedules & leads meetings
- sets agenda & delegates next steps
- monitors tasks assigned to other board members
- leads effort to recruit new board member
- serves as the liaison with Alumni Relations Office
- participates in monthly BHAN Leaders call &
- represents the chapter at BHAN Council Volunteer Leadership Conference, or assigns another representative

Treasurer:

- (opens &) maintains bank account
- deposits event fees
- writes checks
- reports on revenue & expenses at monthly board meetings
- reconciles event budgets after event

Secretary:

- writes & shares meeting minutes

Content Manager/Web Master:

- manages & populates chapter website hosted by Berkeley Haas Alumni Relations Office

VP, Communication:

- writes event copy for email promotion
- manages Google email list
- develops communication strategy to increase event registration
- shares “Event Summaries” with Haas Alumni Relations Office

VP, Social Media:

- establishes Facebook &/or LinkedIn groups
- posts news, questions & content to social channels
- develops communications to increase event registration, board membership, etc.

VP, Registration:

- (opens &) monitors software to collect registration fees
- provides weekly registration updates
- produces name tags using Alumni Relations template & supplies

VP, Student Outreach:

- serves as liaison with student groups & treks
- serves as point of contact with prospective students
- recruits recent graduates to chapter events & board
- acts a Event Lead for annual new student “Welcome Party”

VP, Defining Principles:

- serves as point person for chapter in order to infuse events and communications with the school’s core values
- as a “Student Always,” stays informed about the school’s branding and messaging in relation to the four Defining Principles: Beyond Self, Question the Status Quo, Confidence without Attitude & Student Always

Event Champion(s):

- identifies & manages speakers
- secures venue
- negotiates a/v, catering & other costs (e.g. parking, custodial fees, photography)
- determines registration fees/price point
- serves as point of contact for event

Venue Scout(s):

- does research to identify good venues
- maintains record of info about possible venues for future use
- solicits donated or discounted meeting &/or event space from corporate offices, law firms, schools, private homes, etc.