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**ALUMNI DEVELOPMENT PROGRAM (ADP) OFFICER RESPONSIBILTIES**

**I. CO- CHAIRS**

* Report to Training & Alumni Development Director
* Collaborate and Work with Alumni Development Program(ADP) Coordinator to coordinate all meetings, conference calls and advocacy activities
* Provide leadership to Regional Leadership Team Members
* Convene and oversee regular and special meetings
* Ensure that all recording documents, meeting minutes and surveys during regional meetings and advocacy activities are disseminated, retrieved and emailed within 48 hours to Alumni Development Coordinator
* Participate in quarterly Conference Calls and or periodic unscheduled calls requested by Training & Alumni Development Program Director
* Market, promote and recruit at Partners in Policymaking (PIP) and Youth Leadership Academy (YLA) Training Program in March of Training Year and present at the Advocacy, Outreach & Training Subcommittee during the March Virginia Board for People with Disabilities (VBPD) Quarterly Board Meetings
* Implement ADP Regional Calendar activities and events in collaboration with Alumni Development Program ( ADP) Coordinator
* Identify, meet and negotiate partnerships, collaborations and participation in and with existing regional advocacy organizations to collaborate and participate in key advocacy days and/ or activities
* Work with VBPD Director of Communications to ensure that all selected electronic meetings on social media platforms are correctly set up to accommodate Alumni participation on scheduled meeting dates.
* Participate in and promote all VBPD surveys as provided by the Director of Planning Research and Evaluations.

**II. SECRETARY**

* Assist with meeting logistics coordination
* Take action oriented minutes of each meeting and sends copy of the minutes to the ADP Coordinator within 48 hours
* Disseminates ADP Recording Documents/or make certain that the Co-Chairs have

**III. AT LARGE MEMBERS**

* Attend and actively participate in chapter meetings
* Contribute ideas and actively participate in efforts to achieve the goals and objectives of the chapter
* Assist Co-Chairs and secretary with their respective duties
* Contact Alumni Chapter Members to promote Chapter Advocacy Activities & Meetings
* Promote and market Chapter Activity Events & Activities