



ALUMNI DEVELOPMENT PROGRAM (ADP) OFFICER RESPONSIBILTIES

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