CBAA Volunteer Leader Opportunities

All Leaders of CBAA are asked to commit to a term of 2 years. The following is a list and brief description of the roles and responsibilities for National and Regional/local CBAA Leadership opportunities. Once the National committee is elected, they will determine who will fill the below roles and also determine if the below duties align with the collective vision.

**National Volunteers:**

- **Co-chairs (2):** Serve as the primary interface between the Chicago Booth Alumni Relations team. Provide general guidance and leadership on all facets of CBAA. Lead planning and execution for the annual Reconnect Brunch event. Support National committees and leaders as needed. Responsible for coordinating and hosting the National committee, Town Hall, and strategic planning engagements.

- **Development/Partnerships Chair:** Responsible for setting annual budgets for national and regional events in partnership with National committee leaders. Develop and steer committee of national volunteers focused on the successful implementation of corporate and individual fundraising strategies to close programming operating funding gaps. Serve as a relationship steward of corporate, academic and civic partnership for monetary and in-kind services.

- **Campus partners/ Student-alumni liaison:** Engage with AAMBAA as an advisor for the DuSable Conference and any focused Black student/alumni engagements. Serve as an alumni ambassador for the Office of Diversity Affairs and other campus partners such as Admissions and Career Services. The primary focus of this role is to serve as an active and informed alumni liaison for the Black student community. Some work engaging with black MBA perspectives may be scoped within this workstream.

- **Communications chair:** Develop a strategic content and channel plan to engage, promote, organize and inform alumni of activities. In addition this person will serve as chair of the Promotions/Marketing committee for the annual Reconnect Brunch. Support regional/local promotions lead as needed. Develop and execute the content calendar for Facebook and LinkedIn and the CBAA webpage on the Chicago Booth website. Develop and steer a committee of national volunteers. A familiarity and engagement with a variety of marketing tools is a must.

- **Programming Chair:** Develop and execute programming that can be facilitated through both in-person and digital channels. Coordinate national and global events. Cultivate a variety of relationships with content providers within the Booth, UChicago and broader professional community on topics of particular interest to Black alumni. Serve as a member of the annual Reconnect Brunch speaker/program committee providing support on theme and format. Develop, motivate and coach a committee of national volunteers to support the planning and logistics of all national programs.

- **DEI Chair:** Monitor and measure the CBAA agenda as it relates to diversity, equity, and inclusion efforts within Chicago Booth and the broader university and Black professional community. Develop and steer a committee of national volunteers to support all DEI and community engagement initiatives.
Regional Volunteers (Definite Needs: NYC, Chicago Potential Needs: Atlanta, DC- 1 for each city):

- **Regional/ City Ambassador & Programming Lead**: Generate creative ways to engage all Booth alumni within a particular geography and set a regional/local professional development, networking and community service programming calendar annually. Work with the Development Chair on budgeting and sponsorship for events. Liaise with other local UChicago and Booth alumni clubs chapters to develop joint programming opportunities where applicable. Responsible for galvanizing local alumni within your market to help ideate, plan, and execute programming as well as organize quarterly updates to review ideas and engage local alumni. Align and coordinate with the National Programming Chair as needed. Serve as a local champion for alumni participation in CBAA Signature events such as the Reconnect Brunch.

- **Promotions Lead**: Ensure local events are properly marketed to regional alumni via Booth resources and social media channels. Responsible for recruiting local alumni to help ideate, plan, and execute promotions as well as organizing quarterly meetings (at a minimum) to go over ideas and progress and engage local alumni. Coordinate with the National Communications Chair to promote events broadly and work closely with the Regional/City Ambassador.