# Chicago Booth Alumni Club of Seattle

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<th><strong>TNDC Captain</strong></th>
<th><strong>Community Outreach Captain</strong></th>
<th><strong>Board Member</strong></th>
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| **General role description** | • Seattle & Eastside Captains  
• Coordinate with venue for quarterly happy hour (i.e., Q1 Seattle, Q2 Eastside)  
• Attend monthly Board Meeting, communicate event details  
• Facilitate happy hour (e.g., attend, bring name tags) | • Find volunteer events (food bank? Writing cards to senior citizens?)  
• Identify and contact ~2 NPO/volunteer orgs to partner with for events (e.g., charity pub crawl).  
• Target 1-2 events per year.  
• Attend monthly Board Meeting | • Attend monthly meetings  
• Communicate to distribution lists (all alumni, Class chats, company DL’s)  
• Work with Booth Alumni Relations  
• Strategy & roadmap  
• Organize 1-2 events at public or semi public places (e.g., baseball games, public parks) |
| **Estimated time commitment** | 2 hrs/quarter | 4 hrs/quarter | 5 hrs/quarter |