



Position Title	Chair - Young Alumni Network Executive Committee
Reports to	Alumni Relations Officer, Alumni Relations Manager
Department	Edith Cowan University Alumni Relations
Location	Perth, Western Australia
Remuneration	Voluntary
Time Commitment	At least 4 hours per month

Chair - Young Alumni Network Executive Committee

Role

As the main point of contact for the ECU Alumni Relations Officer, the Chair's role is to lead the Young Alumni Network Executive Committee and chair committee meetings.

The Chair's responsibilities include: ensuring the committee meets its overall responsibilities, ensuring all meetings run and finish on time and address all items laid out in the agenda, working closely with the Secretary to set the meeting agendas, working closely with the ECU Alumni Relations Officer to maintain the operational management of YAN, speaking at YAN events and other events or functions to promote YAN, provide a report at the YAN Annual General Meeting on the committees activity for the year.

As a member of the Young Alumni Network Executive Committee the Chair must contribute to the planning and delivery of YAN events, promote YAN to the ECU community, and be involved in setting the strategic direction of the network.

Skills

- Confident public speaker
- Sound interpersonal skills
- Good time-management skills
- Reliable
- Previous experience on a committee desirable but not required

What You Will Gain

- Exposure to the Alumni network and ECU's broad alumni support environment;
- Work in partnership with University bodies, successful alumni and distinguished individuals;
- Contribute to the voice of the various alumni groups within ECU, including the Young Alumni Network's new joiners from each year's 2 graduating cohorts;
- Develop professional skills and gain valuable board leadership experience to be applied throughout your career;
- Opportunity to work with like-minded young professionals and meet inspiring individuals to build and enhance your networks;
- Evolve your capacity to work within a dynamic team on the ground and within a young and growing university network collaborating across diverse areas.

Term

Min 1 yr. role (with option to renew)

Meetings and events

Committee meetings are generally held every two months, at a location to be decided by the committee. Typically, the YAN holds four events/activities per year and an Annual General Meeting.