WU Networks operate with diverse structures and leadership. Some organizations are led by a single volunteer and some are led by an Executive Committee comprised of numerous volunteers. The Alumni Association encourages networks to form Executive Committees as this provides greater opportunities for involvement. In addition, committee members can be a great source of ideas and can assist the chair in executing events.

Executive Committees are encouraged to meet at least twice a year. The committee suggests and recommends activities and equitably divides the responsibilities.

The leadership should always actively develop a strategy to recruit new volunteers. Perhaps hosting an annual meeting where attracting prospective volunteers is the goal. Your WU Alumni Relations staff liaison can coordinate this bi-annual meeting and invite alumni in your community to participate.

**LEADERSHIP POSITIONS**

The Executive Committee may be comprised of the following positions:

**CHAIR/CO-CHAIRS**

The chairs are appointed by the Alumni Board of Governors with input from Alumni & Development staff and network leaders. The chair generally serves in this role for three years. The chair manages his/her committee of volunteers, plans for his/her succession, presides over meetings, oversees the calendar of events and ensures that volunteers are following up with assigned events, and serves as the principal contact between the university and group. Following their last year of service, it is recommended that all past chairs serve as Emeritus chairs.

Chairs are encouraged to attend as many events as possible to welcome alumni and parents to the WU community in their city or network. In addition, chairs should actively seek ideas for events and encourage participation by new organization volunteers.

**YOUNG ALUMNI CHAIR**

Young alumni chairs are appointed by the Alumni Board of Governors following a recommendation by Alumni & Development staff and/or network leaders. The Young Alumni chair reaches out to new WU graduates in the area and encourages them to attend alumni activities. This is a good way to build potential leadership. The Young Alumni chair can also plan special events specifically for young alumni. Young alumni are those who graduated within the last 10 years with an undergraduate degree or within five years with a graduate degree from Washington University and are under the age of 35.
**Chair Emeritus**
A chair emeritus can provide advice about events; provide valuable stand-by service in case of an unexpected vacancy; offer historical perspective on the network’s past efforts; mentor a new chair or Executive Committee Member.

**Subcommittees**
You may also want to consider adding the following subcommittees and leadership roles to your structure:

- **Civic Engagement Chair**
  The community service chair is responsible for identifying local and regional opportunities for the network to participate in community service events.

- **Communications Chair**
  The communications chair is responsible for maintaining social media channels and working with the Alumni Relations Office to promote upcoming events and opportunities.

- **Events Chair**
  The events chair is responsible for identifying local and regional opportunities for the network to participate in events.

- **Committee Members**
  Depending on the size of the network, an Executive Committee may have anywhere between 2 and 10 committee members at-large. These members are instrumental in suggesting ideas for programs, serving as the contact for network events and/or assisting in the coordination of planning events. They may serve exclusively on one of the above mentioned subcommittees.

**Retention and Succession Planning**
For the long-term health and growth of the Network, it is vital that leadership pay significant attention to succession. The chair should actively work to recruit new volunteers and to identify volunteers who may be ready to serve in leadership positions.