

Princeton University - Volunteer Template

Engagement Group Name:	Alumni Engagement
Position/Role Title:	Diversity, Equity and Inclusion Chair (DEI Chair); appointed position
General Role Expectations: (include definition of how success in role is measured)	The Diversity, Equity and Inclusion Chair (DEI Chair) is responsible for forwarding the Class' mission of addressing systemic bias, promoting equity, and advancing inclusion by serving as a formal leader dedicated to spearheading and organizing Class programming including issue advocacy, outreach, and engagement. The DEI Chair is charged with collaborating with Class officers, classmates, students, and / or the broader University community to organize regional / virtual gatherings, panels, book clubs, and / or any other events that raise awareness of systemic bias, promote equity, and advance inclusion, demonstrating how we as Princetonians can bring about positive change.
Estimated Time Commitment: (include detail on times of year when busier, if applicable)	In general, the time required for the DEI Chair to meet all of their responsibilities will vary depending on the time of year, the number of Class activities that are planned and executed, and whether or not the Class is approaching a major reunion. It would be typical for an active DEI Chair to spend approximately 10-20 hours per quarter spearheading racial justice initiatives and activities. As the Class heads into a major reunion, the number of hours needed to oversee diversity equity, and inclusion activities may increase by an additional 5-10 hours leading up to the Reunion. These time estimates may vary based on class engagement.
Estimated Tenure and/or Term Limit:	To be determined by Class President.
Past experience required, recommended or unnecessary:	Individuals who have experience organizing events and working with groups in the capacity of justice, equity, and anti-discrimination would be helpful, but <b>not</b> required.
Specific Skills Required:	The person(s) who fulfill(s) this role should be passionate about ensuring our alumni have equal opportunities to participate in the alumni experience, engaging in initiatives that address racism, diversity, equity and inclusion as it relates to the Class, the University, and broader communities. Organizing panels, book clubs, discussion groups, speaker series, issue activism activities, and other events should be top of mind. Collaborating with other Class officers to send periodic Class communication on ways in which the University is addressing pressing issues on campus and in society will also be an important part of this role, so being a good communicator will be invaluable.
Undergraduate Alum / Graduate Alum / Neutral / Both:	Undergraduate classmate
Succession Planning:	Plays an important role in collaboration with the class officers in succession planning.
Reporting Structure in Engagement Group Hierarchy:	Reports to the Class President and collaborates with all other Class officers.
Resources Available to Volunteer:	Alumni Communities staff
Mandatory Commitment to Attend Specific University Activities:	Encouraged to attend University events, including alumni conferences, Alumni Day, and Reunions.
Contact Person(s) for More Information:	Current Class President and the Alumni Communities staff
How to Apply:	Class leadership will solicit interest and applications. DEI Chair will be appointed by the Class President.

LEGEND:			
Estimated Time Commitment:	Light	Moderate	Heavy
Required Past Experience:	No Past Experience Needed	Intermediate Experience Recommended	Past Experience Strongly Recommended or Required