



## **Committee: Community Service**

Roles and Responsibilities of committee: Oversee the life cycle of the Alumni Community Service award by working with secondary schools to promote the grant to CEE alumni, promote grant on Social Media, read each grant application, and select winners. The committee will schedule recipients to come and speak to the overall Council in the fall to share their experience from the summer. Create and maintain annual alumni community service project as well as work with the Events Committee to plan Community Service related events and projects throughout the year for the general alumni and Center communities.

Role of Chair: Coordinate committee meetings according to calendar and goals set forth by Alumni Office, notate meetings with committee, and communicate with the Council co-chairs and Alumni Director on status of assigned projects. Oversee Community Service Award process, to be presented at Reunion.

### **Calendar**

August: Schedule award recipients to speak at first (or second) council meeting

September or November: Recipients to speak at meeting

January: First committee meeting to plan for launch; work with Media committee and Communications Manager to create post card mailers

February: Application goes live on webpage, email sent to eligible alumni; connect with secondary schools to promote application

March: Follow up emails (sent by CEE) and begin review process

April: Application deadline, final review of applications

May: Announcement of winners; work with Media committee to create recipient profiles on CEE Alumni webpage

May/June: Reunion – award for Volunteer of the Year