

**MERION MERCY ACADEMY**  
**ALUMNAE ASSOCIATION POSITION DESCRIPTIONS**

**EXECUTIVE BOARD**

**Meetings**

- Coordinate dates, prepare agenda, and lead Alumnae Leadership Team (composed of the Executive Board and the Alumnae Advisory Committee) meetings.
- Help arrange, prepare agenda, and host Alumnae Association meetings.

**Subcommittees**

- Ensure each committee remains on task with assignments.

**Special Events**

- Ensure Class Initiatives are completed (\*description under Alumnae Association Advisory Committee).
- Incoming Freshman cards
- Sophomore Service Day gift bags
- Junior Ring Day cards
- Senior Alumnae Association gifts
- Senior Assembly
- Work with Alumnae Relations Coordinator to make arrangements for alumnae guest speaker
- One Executive Board members asked to be available for the annual Senior Assembly to induct seniors into Alumnae Association by reciting pledge and distributing gifts.
- Oversee other tasks/activities are completed per timeline.
- Communicate by phone/email with Alumnae Relations Coordinator for relevant events.
- Represent MMA Alumnae Association at Advancement Office events such as Meri-Union, Sip 'n Bid, and any other events in which alumnae leadership is requested as determined by the Director of Development

**ALUMNAE ADVISORY COMMITTEE:**

- Attend the Alumnae Board Meetings (composed of the Executive Board and the Alumnae Advisory Committee) and the Alumnae Association meetings.
- Assume leadership positions on subcommittees for alumnae events.
- Support alumnae-related activities, such as Meri-Union and Sip 'n Bid.
- Assist in the planning and implementation of alumnae activities and current student Class Initiatives (description below).

**\*Alumnae Advisory Class Initiatives**

- Freshman Cards – Obtain a list of the incoming freshman class and prepare cards. Coordinate the personalization and mailing of cards.
- Sophomore Service Day – Purchase and prepare a gift from the Alumnae Association and deliver to school for distribution to students upon their return from their day's service projects.
- Junior Ring Day Cards – Obtain a list of the junior class and prepare cards. Coordinate the personalization and mailing of cards.
- Senior Alumnae Association Gifts – Be available to assist in the assembly and distribution of the