50th Anniversary Volunteer Position Description:
EVENT AND PROGRAM PARTNER - “GATHER THE PACK”

Volunteer Position Title: Event and Program Partner

Mission: To celebrate UMBC’s 50th Anniversary and to shine a spotlight on the university’s impact in our community, across the nation and the world by connecting with its 65,000+ alumni as they develop their careers and recognize the role UMBC has played in their lives.

Purpose of Volunteer Role: To help reach fellow UMBC alumni by assisting at UMBC 50th events, organizing events, providing feedback on events in development, participating in the campus RFP process, and encouraging alumni to share and/or update their contact information with the UMBC Alumni Relations department.

Responsibilities and Specific Duties: Event and Program Partner volunteers may participate in any or all of the following roles:

1. **RFP Review** – Review proposals in the Request for Proposals (RFP) process and provide feedback on engaging fellow alumni.
   a. Provide feedback on event proposals submitted by members of the campus community (including alumni) for 50th-specific events. (There will be two rounds of the RFP process and volunteers will be consulted for feedback on proposals before funding decisions are made.)

2. **Share Feedback and Provide Recommendations about 50th Events**
   a. As needed, provide input and feedback on events being developed for the Anniversary.
   b. Participate in surveys and event planning committees.

3. **Event Planning and Hosting** – Plan and host a program, performance, exhibition, or social event to engage alumni and celebrate UMBC.
   a. Consult with a member of the Gather the Pack staff team about the execution of your event idea.
   b. Submit a proposal for event funding through the Request for Proposal (RFP) Process. For more information about the RFP, go to [http://50.umbc.edu/propose-an-event/](http://50.umbc.edu/propose-an-event/).
   c. Coordinate all aspects of your event with guidance from a toolkit and support from staff.
   d. Share event attendee lists after the event for Alumni Relations Office tracking purposes.

4. **Promotion** – Spread the word promoting 50th events (sharing information on social media, via email, or calling fellow alums).

5. **Logistics Volunteers** – Assist with event logistics as needed (events may range from intimate dinner parties to programs for over 1,000 attendees, so needs will vary).
   a. Serve as a greeter.
   b. Work at registration desks.
   c. Distribute nametags and information about upcoming 50th events.
d. Collect contact information updates from alumni.
e. Network at events and help alumni and other guests feel comfortable.
f. Assist event leads with other duties such as working with event photographer, distributing programs and other event-specific material.

6. **Encourage Contact Information Updates** – The UMBC Office of Alumni Relations wants to connect with as many alumni as possible! Help us encourage alumni in your community and professional space to go to alumni.umbc.edu/update to update their contact information, and to share the campaign on social media.

**Qualifications:** Event and Program Partner volunteers must:
- Be a UMBC alumna/us – We are seeking out alumni from a variety of degrees, majors and graduation years!
- Become familiar with the 50th Anniversary celebration and its goals.
- Be outgoing and enjoy engaging others in conversation.
- Be able to spend extended periods of time on your feet, possibly outside when staffing events.

**Time Commitment:**
- Varies by role and event. In many cases, once you’ve signed up for a specific role, we'll be able to give you a better idea of the time commitment associated.

**Location:** Varies by role and event (on-campus, off-campus, from home, or on-site).

**Training:**
- Volunteers who are organizing their own events will receive a toolkit that includes information on how to plan events with a logistics checklist, outline of available resources and FAQs.
- Volunteers in other roles will receive training and support from the Gather the Pack staff volunteer coordinator.

**Benefits:**
- Opportunity to share your love of your *alma mater* and give back to UMBC.
  - UMBC has gained national attention, and your support promoting the university makes your degree more valuable as the university continues its upward momentum.
- You can be as involved as you would like as the time commitments for each role are variable and flexible.
- You will be exposed to great opportunities for networking (professional or otherwise).
- You'll be engaged by giving back to your *alma mater* in a very visible and fun way during an exciting and historic moment for our UMBC.
- You will have access to some hot new UMBC swag.
- You will be acknowledged at a special Volunteer Thank You event.

**Signup Process:** Contact umbc50@umbc.edu with any questions and go to 50.umbc.edu/volunteer to sign up to volunteer.

**Supervision and Support:**
- A staff member from the UMBC 50th Anniversary Event and Program Committee will always be available for questions, feedback and support; name and contact information will be provided upon signup.