



## ALUMNI WORKING GROUP 2015-16

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### PRESENTATION:

Dear IVSA members,

Alumni working group is now almost ready to go. We are just missing something of utmost importance: YOU!

For the next few months, until the 64th IVSA Symposium in Taiwan, we will be working on creating a strong database for Alumni. Our main goal is to have a list of all the IVSA former members that are still interested in be a part of IVSA and collaborate with us in any possible way. Moreover, we will help defining how we want Alumni to look like in the future.

If you are either a student or an Individual Supportive member, you are eligible and therefore more than welcome to join the group.

Do you want to become part of this project and join this group formed of 6-8 members? Don't hesitate and submit your application now!

Application due date will be **the 25th of September before (23:59 GMT +0)**.

If you like it, have time; want to help us, why don't you apply?

Below, you will find more information about alumni scope as well as the different positions you can apply for.

For submitting your application you just need to complete the following link:

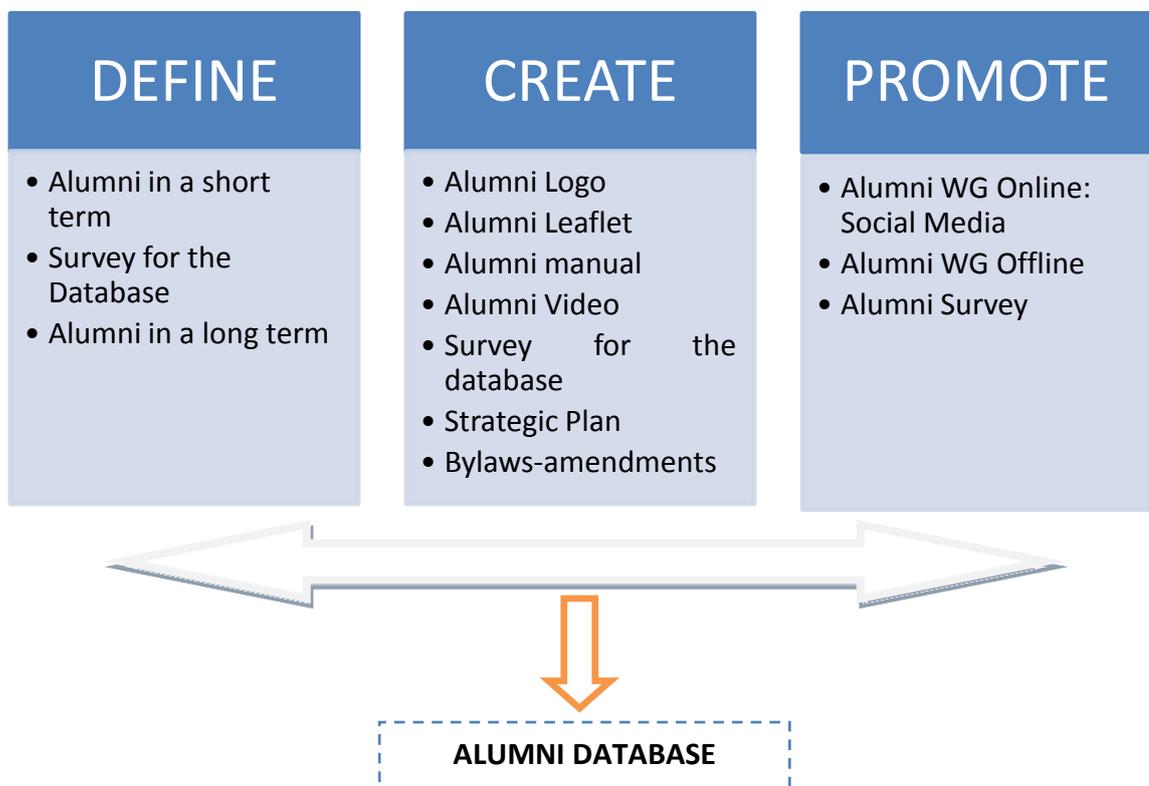
[https://docs.google.com/forms/d/1ocRsYh6RsXWA1t7GCxufGVQA-lxuwcMWB1mCCfcJAeg/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1ocRsYh6RsXWA1t7GCxufGVQA-lxuwcMWB1mCCfcJAeg/viewform?edit_requested=true)

Just remember,

**"Alone we can do so little; together we can do so much!"**

## ALUMNI WORKING GROUP GOALS:

The tasks for the Alumni Working group will be divided in three different blocs. The main goal of this working group until the 64<sup>th</sup> Symposium in Taiwan is to create a strong Alumni database. Besides, we will work on a strategic plan that together with the database will help us determine the future and the benefits that an Alumni program can bring to IVSA students. Below, you can find some of the most important tasks we will be working on in order to reach our goal. As it was already said, tasks will be divided in three categories and it will be up to the Alumni WG members as well as other people willing to collaborate, the proposal and execution of further assignments.



## ALUMNI WORKING GROUP 2015-2016 COMMITTEE BOARD ROLES

As you can see, for this project people with different skills will be required. That is why there will be different some positions with specific tasks assigned and others that will work in more cross-curricular tasks.

- **Technical Designer:** This person will be in charge of the technical writing for the Alumni promoting materials. It should be a person with a good writing skills and good level of English. The knowledge of other languages would be more than welcome. The technical designer coordinator will work together with the other members, gathering ideas and getting them on paper. She/He will work closely with the Graphic Designer Coordinator in order to create the different Alumni promoting materials.
- **Graphic Designer:** This person will be in charge of designing the different promoting materials in a good-looking way. The design of the logo and the creation of the alumni video can be also one of her/his tasks. This role requires good skills in managing graphic design software (possibly Photoshop, InDesign)...
- **Social Media Manager:** Includes managing the Alumni Facebook page, website and controlling and promoting our materials through our social media entries. This role will be also in charge of promoting the survey once it's done on social media. This role requires good skills in managing all these social media tools.
- **External relations Manager:** Includes contacting the Member organizations and promote IVSA alumni. Get feedback from the MOs and from the different former-IVSA members in order to improve our project.
- **Secretary:** This person shall minute the proceeding of each meeting. On the other hand he/she should ensure that relevant information is circulated to all members of the working group. In other words, help to keep the working group running smoothly. Besides, he/she will give support to the different tasks that might need an extra hand. This role requires organizational skills and a good level of English that guarantees the good minute of each meeting.
- **Manual Coordinator:** This person will help on the development of the Alumni Strategic plan as well as the Alumni manual with the possible Bylaws amendments. It should be a person with a strategic vision of Alumni and with a previous knowledge of the IVSA constitution and Bylaws.
- **Alumni official member:** If you don't like having a specific role and you are more into cross-curricular tasks, this might be your position. This role includes bringing up new ideas to improve the development of the different tasks, as well as giving support to those activities that require more time. The person in this position should be creative with multi-tasking skills.