

## MEMO

To: Interested UNMC College of Nursing Alumni  
From: The UNMC College of Nursing Alumni Council

The UNMC College of Nursing Alumni Council is seeking strong and engaged alumni to assist in developing effective programs to strengthen alumni and student bonds to the college and to UNMC. We hope you will consider joining the council and supporting this work by helping:

- Plan College specific alumni and student engagement opportunities such as reunions and special events;
- Align the Councils' priorities with the Alumni Association Board of Directors' strategic plan;
- Recruit and mobilize engagement of alumni;
- Advise on communication strategies with the College's alumni base;
- Support your College's Innovation Fund (or other University funds) with an annual gift at a level you are comfortable with.

Serving as a member of the Alumni Council requires only a few hours a year and is critical to sustain the excellence, which makes us all proud to be UNMC alumni!

If you are interested in applying to join the Alumni Council, please complete the attached Volunteer Profile document and return it to Kat Hamilton in the UNMC Alumni Relations Office at [kat.hamilton@unmc.edu](mailto:kat.hamilton@unmc.edu).

Sincerely,



Rita K. Schmitz, '83, MSN, RN  
President, College of Nursing Alumni Council



## **UNMC Alumni Association**

### **New Era of Engagement Volunteer Job Description**

#### **Volunteer Opportunity**

UNMC Alumni Association Council Member

#### **Purpose Statement**

The mission of the UNMC Alumni Association is to engage alumni, students and friends in the life, promotion and advancement of the University of Nebraska Medical Center.

*The Alumni Councils are affiliate groups of the UNMC Alumni Association that work in close partnership with the dean of the college to:*

- Plan College specific alumni and student engagement opportunities such as reunions and special events
- Align the Councils' priorities with Alumni Association Board of Directors' strategic plan
- Recruit and mobilize engagement of alumni
- Advise on communication strategies with the College's alumni base
- Support your College's Innovation Fund (or other University funds) with an annual gift at the level you are comfortable with

#### **Time Commitment**

- Three Council meetings per calendar year (primarily in the evenings) with the main agenda item to include discussion about engagement strategies (meetings are available via tele-conference for alums not located in the local Omaha area)
- One half-day retreat for members of all UNMC Alumni Association Councils to facilitate strategic planning, idea sharing, and shared goals for alumni activities in the year ahead; encouraged to attend and support campus events every other month with a primary focus on student engagement events. Examples include: orientation, convocation ceremonies, white coat ceremonies, and professional development/mentoring opportunities.
- Voluntary attendance at UNMC Alumni Association events and reunions.
- Optional committee work also available.

#### **Term of Service**

3 years, starting July 1 and concluding on June 30.

Option to renew for additional terms.

Alumni council officers are eligible for further options for advancement to UNMC Alumni Association for three year terms of service.

#### **Leadership Opportunities**

Officer positions include: President, President-Elect/Vice-President, and Engagement Chair. Descriptions of these duties available through UNMC Alumni Relations Office.

#### **Staff Contact**

Alumni Relations Director

Alumni Relations Strategic Engagement Coordinator

## **Description of Duties**

### **Plan**

Alumni council members are the leaders in developing effective programs for alumni and students in the New Era of Engagement. They will work closely with the dean of their college and alumni office staff to plan engagement strategies that influence alumni and student bond to their college and to UNMC. The role of the College dean is to help set the agenda for council meetings, involve members in key decisions that engage alumni to benefit the College, and to regularly participate in alumni council activities. Engagement strategies should reflect the strategic themes of the UNMC Alumni Association and align with UNMC's strategic plan.

### **Promote**

Alumni council members are key leaders in distributing information about the activities and goals of the New Era of Engagement. This role includes promoting the New Era of Engagement to fellow alums in your existing network, gathering their feedback, and relaying the information back to the alumni council and board of directors. Alumni council members will enlist their colleagues to serve in volunteer roles with the UNMCAA and the alumni council to help build a strong leadership pipeline. Should volunteers need access to alumni data; they can work with the UNMC Alumni Relations Office staff to facilitate communication. The Alumni Office has a range of tools available to reach out to alumni, including a Constituent Relationship Management system and associated e-mail tool. In addition, alumni council members should read UNMCAA and council publications and stay informed of current news.

### **Participate**

Alumni council members should plan to attend and support UNMCAA and council events when possible. This includes attending student events and speaking on behalf of the council, alumni outreach events, and class reunions. Upon starting your role, a calendar of upcoming events and meetings will be made available to you. As part of your service, Alumni Council members are asked to support your College's Innovation Fund (or other University funds) with an annual gift at the level you are comfortable with. Information about the Innovation Fund is available through the University of Nebraska Foundation's website at <https://nufoundation.org/unmcfund#>.



## UNMC Alumni Association Volunteer Profile

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Telephone Number \_\_\_\_\_ Home / Cell (circle) I text: Yes / No (circle)

E-mail address \_\_\_\_\_ Personal / Business (circle)

I am a (check all that apply): Alum \_\_\_\_\_ Resident alum \_\_\_\_\_

UNMC College: \_\_\_\_\_ Class Year: \_\_\_\_\_

Residency Program at UNMC (if applicable): \_\_\_\_\_

In which state (s) do you hold a professional license? \_\_\_\_\_ (if applicable)

List the full name of a fellow UNMC alum or resident to serve as a reference: \_\_\_\_\_

Why would you like to serve as a UNMC Alumni Council volunteer:

Please briefly describe any current or past volunteer experience:

What special interest or experience would you like to offer the Alumni Council?

Please list the top three things that come to mind when you think about your time at UNMC:

*Please return this form, along with a bio or CV if available, to Kat Hamilton, UNMC Alumni Relations Office  
[kat.hamilton@unmc.edu](mailto:kat.hamilton@unmc.edu) or 985200 Nebraska Medical Center, Omaha, NE 68198-5200.*