

PRESIDENT / PRIMARY CONTACT

- Ensure the effective action of the Executive Committee in governing and supporting the Chapter, and oversee the Chapter's affairs.
- Preside over the events and activities of the Chapter.
- Make sure new members feel at home in the Chapter and established members remain committed and enthusiastic.
- Act as the representative of the Chapter when communicating with the International Alumni Relations Coordinator and external organizations.
- Oversee the cooperation with the International Alumni Relations Coordinator in order to maximize the added value of the activities of the Chapter. This includes regular consultation with the International Alumni Relations Coordinator with regard to the indicative program of the Chapter (which is expected in November for the upcoming year), event proposals, the annual report, applications for funding and promotion (see 'Operating the Chapter').
- In general, be the inspiration and the guiding light of the Alumni Chapter. Build up and/or use personal and professional contacts to ensure events and activities, professional and social, are lively and interesting.
- Managing the Committee elections with support of the International Alumni Relations Coordinator.

VICE-PRESIDENT

- Fulfill the tasks of President in his or her absence and assist the President with his/her duties.
- Increase membership of the Chapter.
- Provide assistance to the President and Event Officer in organizing events for the Chapter.
- Provide assistance to the President and Communication Officer with regard to communications.
- Work with the President and the Executive Committee Members to draft and submit a regional plan to the International Alumni Relations Coordinator.

SECRETARY

- Maintain the list of the Chapter's members and their contact details.
- Ensure that meetings are properly called and organized, and that minutes are appropriately recorded.

- Ensure the Chapter is compliant with all relevant rules and regulations.
- Collect stories and photographs for input in alumni communications.
- Act as a liaison between Chapter members and the International Alumni Relations Coordinator. This includes sending the minutes of the meetings, any changes in rules and regulations and an updated list of the Executive Committee to the International Alumni Relations Coordinator.

EVENT OFFICER

- Provide assistance and expertise in organizing events, including arranging logistics and working with the International Alumni Relations Coordinator to distribute invitations. Many Chapters allocate this role for each event, rather than depend on one individual to organize all events in the Chapter's program.

COMMUNICATIONS OFFICER

- Provide communications support to the Chapter by collecting stories and photographs.
- Provide assistance with managing the Chapter's social media channels, alumni online platform and website.
- Draft communications items that can be used for dissemination by the International Alumni Relations Coordinator.

ADVISOR

- Provides general advice to the Executive Committee on matters pertaining to the Chapter. Has no direct involvement in the administration or general operations of the Chapter.

HONORARY CHAIR

- Acts as an ambassador for the Chapter in her/his capacity as a high-profile local alumna or alumnus.

In agreement with the international liaison office the Chapter can appoint a high level person as its honorary president. By linking his/her name to the Chapter the honorary president supports the activities of the Chapter and promotes Ghent University. Honorary presidents can be appointed by decision of the Rector as a member of UGent Connect, the organization that groups the high level ambassadors of Ghent University.