



as of 5/3/21

## **Alumni Community Committee**

This committee shall be responsible for building relationships and teams representing voices from all eras and regions, including maintaining contacts with local alumni groups, chapters, and cast/crew reps.

### **Responsibilities and Duties**

#### **Primary**

1. Create a team that represents all eras and regions of the alumni body.
2. Conduct annual Rep Summits and Spin-off sessions throughout the year.
3. Actively share information about programs and events with the alumni community.
4. Actively listen to alumni ideas and concerns; ensure that feedback reaches the Board.
5. Seek out and establish relationships with local, regional, and national alumni groups/chapters to ensure the latest information reaches them and listen to their concerns for feedback to the Board.
6. Maintain a list of all cast/crew reps and chapter presidents or reps.
7. Ensure that all communication is inclusive and easily understood by all alumni whose first language is not English.

#### **Secondary**

1. Gather stories from alumni for *UpBeat*.
2. Help find lost castmates.
3. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Engagement

Communication

Events

Internal Development

Programs

Strategy

Technology

Up with People Archivist



as of 5/3/21

**The Alumni Community Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to manage a multicultural team
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Previous Era Rep, Regional Rep or Cast/Crew Rep a plus
- Strong verbal and communication skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Ability to motivate a team working remotely



as of 5/3/21

## **Alumni Engagement Committee**

This committee shall be responsible for recruiting and resourcing candidates for open Board of Governors (BOG) positions, as well as assisting committee chairs in finding volunteers for committees and programs. Diversity, inclusion, and equity must remain at the forefront of this committee's actions and they will work with the Internal Development team to ensure best practices.

### **Responsibilities and Duties**

#### **Primary**

1. Help to recruit and source volunteer needs of the different teams, programs, and positions on the BOG.
2. Assist all Chairs to meet the skill and diversity goals within their committees.
3. Oversee the nomination and interview process of BOG nominees.
4. Give a slate of prospective nominees to the Internal Development Chair (who oversees the election process).
5. Willing to work across teams and committees to accomplish tasks and meet goals.

#### **Secondary**

1. Ensure the diversity and inclusion guidelines are implemented across all committees and programs.
2. Be accessible to alumni and help them understand the volunteer opportunities.
3. Ensure that all communications and role descriptions are inclusive and may be understood by alumni whose first language is not English.
4. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Communication

Events

External Relations

Internal Development

Professional Development



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Programs

Strategy

Up with People Archivist

**The Alumni Engagement Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to manage a multicultural team
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Familiarity with alumni spanning multiple casts/crews and eras
- Ability to motivate a team working remotely



as of 5/3/21

## Communication Committee

This committee shall be responsible for communicating the Up with People International Alumni Association's (UWPIAA) vision, mission, and all programs, events, and/or other activities. They will provide content, whenever possible, that is inclusive of all abilities (i.e. subtitles, visual descriptions). Messaging will be sent through the preferred main channels of the alumni to spark interest among alumni to be more informed and engaged with the association. This committee will also be responsible for the overall tone and voice of the messages from the Board of Governors to the alumni.

### Responsibilities and Duties

#### 1. Manage Social Media Pages

- a. Consistently update UWPIAA Facebook, Twitter, YouTube, Instagram, or any social media channel with relevant, accessible, shareable content appropriate for each particular medium.
- b. Increase alumni followers and overall community engagement.
- c. Ensure that all announcements and posts are uniform and on all communications channels at the same time.

#### 2. Manage Website Content

- a. Update site content on a consistent, regular basis (as needed).
- b. Maintain and update site design as necessary.
- c. Track website analytics and increase engagement.

#### 3. Create and Distribute *UpBeat* e-Newsletter

- a. Compile news articles on a monthly basis.
- b. Write and edit content and layout e-Newsletter.
- c. Maintain an e-Newsletter mailing list and actively seek to increase our readership and engagement .
- d. Solicit editorials and material from the alumni community.

#### 4. Develop an Annual Communication Plan for UWPIAA that covers events, programs, and all initiatives.

- a. Develop print and electronic promotional materials and event materials.
- b. Determine tactical plans to promote UWPIAA events and initiatives.
- c. Implement and continue to update the UWPIAA Style Guide.
- d. Take/edit photos, record video, capture testimonials, live-tweet events.
- e. Archive all imagery and communications releases.



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**5. Measure Analytics**

- a. Record weekly and monthly statistics for website, e-Newsletter, and social media pages.
- b. Record metrics for community presentations and media appearances to measure impact and set goals to increase engagement and overall effectiveness.

**6. Other duties and responsibilities as assigned.**

**Work Partners:**

UWPIAA President	Professional Development
Alumni Community	Programs
Alumni Engagement	Strategy
Events	Technology
External Relations	Up with People Archivist
Internal Development	

**The Communication Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

**Desired Skills and Competencies for the Committee Chair**

- Confident communicator with excellent organizational and planning skills
- Able to manage a multicultural team
- Flexible and creative, Outside the box thinker
- Strong knowledge of current trends in digital and social media
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

**Beneficial Skills and Experience for the Committee Chair**

- Ability to recognize impactful imagery
- Strong proofreading and copyediting skills
- Basic knowledge of web design and imagery production
- Experience with social media management
- PR and/or media experience
- Working knowledge of more than one language
- Ability to motivate a team working remotely



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## **Events Committee**

This committee shall be responsible for the overall set-up, budget, and execution of the global annual Alumni Week, development of events with other committees, as well as conducting any additional event the Board of Governors may approve.

### **Responsibilities and Duties**

#### **Primary**

1. Produce the global annual Alumni Week.
2. Assist in developing additional events in collaboration with other Chairs and committees.
3. Manage event budgets and vendors when applicable.
4. Source sponsorship and funding as needed for events.

#### **Secondary**

1. (later) Plan and conduct a World Culture Forum in conjunction with the Global Impact committee.
2. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Alumni Engagement

Communications

External Relations

Finance/Treasurer

Global Impact

Internal Development

Programs

Strategy

Travel

Up with People Archivist



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**The Events Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Ability to recruit and manage a multicultural team
- Self-motivated and positive
- Budgeting and finance planning
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communication skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Working knowledge of events and vendor bidding/sourcing
- Strong logistics skills
- Ability to motivate a team working remotely



as of 5/3/21

## **External Relations Committee**

This committee shall be responsible for building relationships with alumni-run organizations to include finding additional alumni affiliates to partner with the UWPIAA. They will also administer the alumni awards program.

### **Responsibilities and Duties**

#### **Primary**

1. Build relationships with alumni-run organizations.
2. Find additional alumni affiliates to partner with the UWPIAA.
3. Make connections with possible sponsors for UWPIAA programs and events.
4. Network and build communication with like-minded organizations.
5. Oversee and administer the alumni awards program.

#### **Secondary**

1. (later) Make contacts with external corporations needing cross-cultural and diversity training.
2. Recruit alumni to provide cross-culture and diversity training for a fee or donation to UWPIAA.
3. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Alumni Engagement

Communications

Internal Development

Professional Development

Strategy

Events



as of 5/3/21

**The External Relations Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to manage a multicultural team
- Self-motivated and positive
- Experience with charity/not-for-profit structures and organization
- Experience in development/fundraising
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Ability to motivate a team working remotely



as of 5/3/21

## **Global Impact Committee**

This committee shall be responsible for creating community impact events and trips for alumni. Additional responsibilities include developing the World Culture Forum with the help of the Events Committee.

### **Responsibilities and Duties**

#### **Primary**

1. Develop community impact events for Alumni Week.
2. Create a sustainable VolunTours community impact project on every continent.
3. Create a full day of activities around global impact single-day events, such as Earth Day, World Singing Day, or World Water Day.
4. Liaise with Up with People management to coordinate and include travelling casts and host families in community events.

#### **Secondary**

1. Partner with like-minded global organizations to develop new initiatives.
2. Liaise with Up with People to connect with their community impact events.
3. (later) Develop the World Culture Forum with the Events Committee.
4. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community  
Alumni Engagement  
Communication  
Events  
External Relations  
Internal Development  
Programs  
Strategy  
Travel



as of 5/3/21

**The Global Impact Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Experience conducting community impact projects
- Excellent personal engagement skills across cultures and generations
- Able to recruit and manage a multicultural team
- Strong logistics skills
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Strong logistics skills
- Ability to motivate a team working remotely



as of 5/3/21

## **Internal Development Committee**

This committee shall be responsible for overseeing the compliance, governance, inclusivity, and diversity of all UWPIAA actions and activities. Other responsibilities include Board of Governors (BOG) onboarding/training, and BOG elections.

### **Responsibilities and Duties**

#### **Primary**

1. Arbitrator of all governance for the BOG by adhering closely to the bylaws and other legal documents.
2. Implement training for BOG and committee members in line with the UWPIAA vision, mission, and objectives. This includes equality and diversity training for all BOG members.
3. Work with the Secretary and Chairs of all committees to ensure all aspects of the Code of Conduct and use of gender-neutral language and equality, inclusiveness and diversity guidelines are met .

#### **Secondary**

1. Oversee the entire election process for diversity and inclusion (with the Secretary).
2. Develop the Nomination Committee schedule for each BOG recruitment cycle.
3. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Alumni Engagement

Communication

Events

External Relations

Professional Development

Programs

Strategy

Travel



as of 5/3/21

**The Internal Development Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Understanding and awareness of diversity and inclusion issues and best practices
- Dedication to the continual progression of diversity and inclusion goals and the association's vision and mission
- Personable with good written and verbal communication skills—especially in non-English speaking communities, with experience of managing and/or influencing people
- Able to manage a multicultural team
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Understanding external global trends and having the ability to transfer these to the Board of Governors and committees to improve UWPIAA services and diversity
- Working knowledge of more than one language
- Experience in HR or business management, training, social science, or any other associated fields
- Knowledge of Zoom or similar online meeting technologies
- Ability to motivate a team working remotely



as of 5/3/21

## Professional Development Committee

This committee shall be responsible for creating professional networking connections with alumni and developing the Alumni Marketplace (digital area on the website and at in-person events). Additional responsibilities include developing cross-cultural training programs and services that may be marketed externally, to keep the UWPIAA sustainable.

### Responsibilities and Duties

#### Primary

1. Create opportunities for professional networking connections, career progression opportunities as well as 'career days' live and virtually within the alumni community.
2. Develop and promote the Alumni Marketplace for both in-person events and online.
3. Develop the alumTALK program—Find alumni in different occupations who are willing to share their expertise. Work together with the Programs Committee to conduct.
4. Plan, create, and execute courses within the UWPIAA program matrix, such as e-courses, live events with courses, and other events or programs that support the professional involvement of the alumni community and other affiliates.

#### Secondary

1. Create networking activities at the global annual Alumni Week and the European Alumni Meeting.
2. Research the ways an online platform and in-person events can be utilized for alumni to co-create and network to share professional ideas and input. Conduct a pilot program when feasible.
3. (later) Cross-cultural training programs.
4. Create a database of alumni by profession and industry.
5. Other duties and responsibilities as assigned.

#### Work Partners

Alumni Community  
Alumni Engagement  
Communication  
EAM team  
Events  
External Relations  
Internal Development  
Programs  
Strategy  
Technology



as of 5/3/21

**The Professional Development Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to manage a multicultural team
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Career guidance/human resources or business management experience
- Ability to motivate a team working remotely



as of 5/3/21

## **Programs Committee**

This committee shall be responsible for producing education, entertainment and professional development programming for alumni. They will work closely with Alumni Engagement, Communications, Alumni Community, Professional Development, Travel, and Events to directly develop and produce their programs.

### **Responsibilities and Duties**

#### **Primary**

1. Develop and produce diverse programs around the UWPIAA three priorities of focus:
  - a. Critical Conversations, which are conducted in a Zoom webinar format
  - b. alumTalk program, with pre-recorded sessions and webinar-style discussions
  - c. Expression Session, which is like a talent show conducted virtually.
2. Create live in-person programs as part of Alumni Week and the European Alumni Meeting.
3. Ensure that all concepts are inclusive and easily understood by all alumni from any era and particularly those whose first language is not English.

#### **Secondary**

1. Measure and test conceptions - existing and new, once the top priorities are sustainable—such as the 'Bus Date' and 'Open Suitcase' vlog series in collaboration with the Travel Committee.
2. Intermittently survey alumni and evaluate feedback and recommendations
3. Produce a training handbook with technical and procedures for all programs for committee and future volunteers
4. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community  
Alumni Engagement  
Communication  
Events  
External Relations  
Internal Development



as of 5/3/21

Professional Development

Strategy

Travel

Up with People Archivist

**The Programs Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Foster a community of inclusion among the alumni, ensuring diversity and equality in all programs
- Some technical or audio-visual production experience
- Knowledge of Zoom or similar online meeting technologies
- Strong verbal and communications skills
- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to recruit and manage a multicultural team
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Video editing experience
- Working knowledge of more than one language
- Ability to motivate a team working remotely



as of 5/3/21

## Strategy Committee

This committee shall be responsible for strategic future planning, developing and testing new ideas, as well as evaluating the Association's priorities, and maintaining, and/or providing course corrections to current plan implementations.

### Responsibilities and Duties

#### Primary

1. Deliver, maintain and review the Future Committee's implementation plan.
2. Continual update of the implementation plan, roadmap, and rationale matrix documents.
3. Present revised full implementation plan with recommended UWPIAA Priorities annually.

#### Secondary

1. Developing and testing new ideas (ex. rewards membership, gamification, programs pass, networking pass).
2. Liaise with each Chair regarding the ongoing progress in their committee with regard to the overall strategy
3. Work with Communications Chair to communicate plans, updates and outcomes to alumni community
4. Other duties and responsibilities as assigned.

### Work Partners

Alumni Community

Alumni Engagement

Communication

Events

External Relations

Internal Development

Professional Development

Programs

Technology

Travel

UWPIAA Board Officers



as of 5/3/21

**The Strategy Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Strong verbal and communications skills
- Strong knowledge of Excel, PowerPoint, and Word
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Project management skills
- Knowledge of Zoom or similar online meeting technologies
- Knowledge of asynchronous team working technologies
- Working knowledge of a more than one language
- Ability to motivate a team working remotely



as of 5/3/21

## **Technology Committee**

This committee shall be responsible for maintaining the UWPIAA website, email and database.

### **Responsibilities and Duties**

#### **Primary**

1. Provide support and system updates for the uwpiaa.org website.
2. Maintain and set up the UWPIAA email server.
3. Create and update emails as new Board of Governors members join and other members leave.
4. Provide support for the alumni database.
5. Provide support for the global annual Alumni Week registration.

#### **Secondary**

1. Provide, research and recommend other technology tools and resources as appropriate and when necessary.
2. Document procedures for all technology in use and create a handbook for training
3. Implement training for Chairs and committee members on approved technology.
4. Liaise with Up with People data management personnel regarding sharing and transfer of alumni data as appropriate.
5. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Alumni Engagement

Communication

Events

Internal Development

Professional Development

Programs

Strategy



as of 5/3/21

**The Technology Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Knowledge in email servers, WordPress, CiviCRM
- Experience in data management and report creation
- Self-motivated and positive
- Project management experience
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Able to recruit and manage a multicultural team
- Working knowledge of more than one language
- Ability to work with many large teams and to deadline



as of 5/3/21

## **Travel Committee**

This committee shall be responsible for creating global travel programs for alumni, developing contacts with alumni working in the travel industry, and creating an alumni travel series with the Programs and Events Committee.

### **Responsibilities and Duties**

#### **Primary**

1. Create travel programs for diverse groups of alumni to experience together.
2. Create in-depth Alumni Weekend programs around a single focus—wines of Spain, Origami class in Japan, Italian art and history, etc
3. Develop a network of travel and tourist industry alumni to develop and source bespoke tours, tailored to alumni special interests as expressed in survey.

#### **Secondary**

1. (later) Find alumni willing to talk about their area of the world for the vlog series 'Open Suitcase.'
2. Partner with the area alumni clubs to create travel kits to sell to out-of-country alumni going to that region of the world.
3. Other duties and responsibilities as assigned.

#### **Work Partners**

Alumni Community

Alumni Engagement

Communication

Events

Internal Development

Professional Development

Programs

Strategy

Technology



as of 5/3/21

**The Travel Chair is responsible for recruiting committee members and ensuring the above duties and responsibilities are planned and implemented to support the entire organization.**

### **Desired Skills and Competencies for the Committee Chair**

- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Able to recruit and manage a multicultural team
- Self-motivated and positive
- Event planning and/or logistics experience
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee Chair**

- Strong verbal and communications skills
- Working knowledge of more than one language
- Knowledge of Zoom or similar online meeting technologies
- Working knowledge of more than one language
- Ability to motivate a team working remotely