



Volunteer Board Position Description

Chapter Directors

Christian Bell

Kelsey Hitchingham

Board Members

Alicia Weigel

Amanda Bennett

Ana Rodriguez DeFrates

Ashley Bliss Lima

Cassandra Champion

Gena McKinley

Jamarr Brown

Katelynn Essig

Kristen Bowe

Michael Choate

Rachel Brownlow Lund

Sam Robles

Virginia Palacios

National Organization

New Leaders Council (NLC) is a nonpartisan, nonprofit organization that engages a diverse, collaborative national network of progressive political entrepreneurs. NLC is building a growing corps of new progressive leaders who will rise to the top of their fields and work together across sectors to build, expand, and improve the progressive infrastructure necessary for strong democracy, social justice, and equal opportunity.

NLC's flagship program is the Institute, a rigorous six-month training program that focuses on entrepreneurship, advocacy, organizing, and fundraising. NLC seeks out the top tier of emerging progressive leaders from around the country for the Institute, building a community of vetted, trained progressive leaders with the skills and support system to help to change the way politics is done and foster a more equitable, just America.

NLC has 47 chapters across the country in red and blue states, and has trained over 6,000 fellows on goal-setting, public relations, economics, volunteer management, and more. Our membership is a true reflection of the Millennial generation, with 57% of our NLC community identifying as people of color and 53% women. NLC is one of the few organizations focused on building a new governing coalition.

Austin Chapter History

A group of young, progressive Austinites got together with several members of the Houston chapter's founding board to discuss their shared goals--a stronger progressive infrastructure for Texas that would engage new generations and a wider audience. Ten leaders stepped up and launched the first institute for the Austin chapter in January 2016.

Austin is currently one of four NLC chapters in Texas. Our sister chapters include San Antonio, Houston, and Dallas. We look forward to welcoming new chapters in El Paso, the Rio Grande Valley, Fort Worth, and maybe even East Texas by 2020.

The Austin chapter has graduated over 50 fellows since our chapter was founded in 2016. Through the six-month NLC Institute, we equip our leaders with the skills to transform their communities through entrepreneurship, advocacy, and creating networks of thought leaders. NLC leaders take their skills back to their communities and workplaces to impact progressive change.

Texas has a proud progressive history. We're here to write the next chapter.

Volunteer Board Member Title: Alumni Chair

Work Location: Austin, TX

Purpose of the Position:

An NLC Chapter Alumni Chair is a core-member of a Chapter's Executive Leadership Team. They are responsible for serving as a liaison between the organization and alumni, between fellows and alumni, and between alumni. Through proactive communication and relationship building, the Alumni Chair will look to provide alumni with opportunities to connect with leaders inside and out of the NLC Family, and to assist in their individual growth in developing community and political power that achieve their goals. Additionally, the Alumni Chair will work to engage alumni in volunteering and fundraising activities to support the chapter's operations.

Responsibilities and Duties:

The NLC Alumni Chair is responsible for providing opportunities for alumni to make meaningful connections throughout the year, whether in person or through electronic means. This may be done through coordinating event programming, activities and social gatherings. In addition, the Alumni Chair's role is to develop personal connections and relationships with every NLC alumni from their chapter in order to assist with networking and relationship building. The Austin Chapter currently has over 50 alumni. Alumni Chairs are expected to meet all roles and responsibilities derived from chapter responsibilities and directives.

In order to provide meaningful programming that is aligned with NLC's objectives around Alumni development, and to meet the above responsibilities, baseline deliverables will include:

- Communicate, at minimum, monthly to all chapter alumni, i.e. alumni newsletter or alumni email in collaboration with Communication Department.
- Coordinate with Chapter Communication Chair to promote achievements and milestones of NLC alumni.
- Submit an annual alumni relations plan to the national entity, including an outline of at minimum four professional development activities per year (e.g. policy conversations, community service, etc.), itemized budgets and budget requests, etc. These events should be inclusive of all alumni, including those who do not drink alcohol.
- Conduct an annual alumni survey in January with at least 80 percent completion rate, ensuring timely and accurate reporting of survey results to the national entity.
- Host one professional development alumni event each quarter (Four annually). These events should add value for the NLC Alumni, such as training, policy discussions, philanthropy opportunities, etc.
- Hold an annual Voter Registration Day event each September (Fourth Tuesday in September) in collaboration with other departments such as Communication, Recruitment, Civic Engagement (as applicable), etc. and to build out strategic partnerships providing space for alumni to develop relationships across sectors and communities.

Commitment Expected:

- Minimum one-year commitment, preferred two-year commitment
- Workload: two to four hours per week, including monthly board and national calls

Qualifications:

- Experience planning events
- Skilled in building and/or cultivating relationships
- Preferred: Alumni of the NLC Institute

General expectations for all board members:

- Attend a monthly board meeting lasting approximately one hour.
- "Write or raise" a minimum of \$250 per year for the organization.
- Check NLC email account at least every other day, and respond to requests within 24 hours.
- Attend a monthly one-hour National Call.

- Board members are expected participate in recruitment and selections, attend alumni events, at least one Institute day, and the chapter fundraiser.

Training:

The national entity has developed a new guidance document, complete with suggested timelines for planning the suggested events. Initial training will take approximately three hours, and board members will be available outside these times to help answer questions and acquaint you with the various guidance manuals and resources provided by the national office.

Deadline to apply: October 20, 2018

Please submit resume and cover letter to austin@newleaderscouncil.org and include "Alumni Chair Application" in subject line.