



NULC Regional Board Co-Chair Job Description

The Northwestern University Leadership Circle (NULC) Regional Boards aim to increase awareness of and support for Northwestern in the metropolitan areas with significant alumni populations.

NULC Regional Board Co-Chairs serve a two-year term and are asked to:

- Make a leadership gift of \$5,000 or more to any area(s) of Northwestern. (\$2,500 or more if less than 20 years from undergraduate graduation)
- Assist in identifying and recruiting Regional Board members.
- Serve as an ambassador for Northwestern in the region and educate fellow alumni, parents and friends about the importance of supporting Northwestern at the leadership level.
- Reach out to leadership prospects by phone, visit, email, or personal correspondence - staff will help plan and customize solicitation strategies and provide support.
- Attend annual recognition event in the region.
- Make follow-up calls/emails to fellow Board members to provide leadership, ensure progress to Board dollar and donor goals, and provide guidance.
- Confer (quarterly conference calls/as needed) with fellow Co-Chairs and staff to establish annual goals, discuss Board progress, and provide feedback.
- Lead bi-annual Board business meetings (Fall/Spring) and provide input regarding location and format of meetings.
- Co-Chairs are asked to host and/or help underwrite the cost of one of the Board's business meetings per fiscal year.
- Co-Chairs in an undergraduate reunion year are encouraged to participate as members of their Reunion committee as well. Prospect assignments are modified accordingly.