



**Gamma Iota Sigma**

*The Insurance Industry's Premier Collegiate Talent Pipeline*

## **Alumni Council Secretary Position Description**

**Seeking:** An enthusiastic GIS Alum to join the leadership team of the GIS Alumni Council for the National Leadership Role of Secretary.

### **Responsibilities:**

- Working hand in hand with the Alumni Council leadership team, overseeing all Regional Alumni Council Chapters
- Preparing the agenda for monthly meetings
- Taking meeting minutes
- Managing the Alumni Council Sharepoint site and email
- Some travel for meetings or GIS events (minimal ~2x/year)

### **Commitment:**

- 3 year commitment with a clear succession plan
- The goal/expectation is that the applicant will serve as Secretary of the Alumni Council in Year 1, Vice President in Year 2, and President in Year 3, with terms beginning in the Fall
- Depending on performance, the applicant will be considered to serve on the GIS Board of Trustees

### **Benefits:**

- Excellent networking opportunity and visibility with senior leaders in the insurance industry
- Potential to serve on the GIS Board of Trustees, a registered 501(c)(3) educational organization, with exposure to tangible board room experience
- A great opportunity for leadership development and mentoring
- The ability to give back to an impactful organization during your collegiate years