Position Title: Member, Advisory Board
Position Type: Volunteer Leadership

Office Affiliation: Office of Alumni Relations
Position Time Commitment: Five Year Term

Who are we?
Since 2007, the Bucknell Professional Network (BPN) has been the engine for Bucknell alumni to interact globally across industries. Through innovative events - both in-person and online - the BPN creates engagement opportunities for alumni across all professional areas to build on the educational foundation established at Bucknell. The BPN is here to help Bucknellians build your businesses, grow professional contacts, and drive career growth.

What is the position?
The Bucknell Professional Network (BPN) provides a myriad of tools to alumni and the greater Bucknell community to enrich their professional experience and to engage with and connect to alumni in ways that will enrich their professional prowess. A BPN Adviser is a catalyst for this potential lifelong connection and is the front line contact for the BPN off campus. Our advisory board is carefully chosen from amongst a group of very qualified members of the Bucknell community. This position will support the alumni office and its efforts to engage the Bucknell community.

What are the responsibilities?
Position goals and outcomes
- Provide knowledge of industry trends, leadership, and enthusiasm
- Facilitate professional connections among alumni through events, social media, and direct communication
- Collaborate to develop BPN events throughout the year that address the needs of alumni in various industries
- Serve on at least one of four BPN executive committees (outlined below)

Expectations
Volunteers in this capacity will aid in the strategic initiatives associated with the BPN by:
- Collaborating with Alumni Relations staff to create industry-specific networking events
- Promptly responding to communications and requests for information from the Office of Alumni Relations
- Collaborating in the promotion of off-campus programming through social media, email, and direct communications
- Assisting in the procurement of event venues
- Attending and promoting BPN events in your area as a representative of the BPN
- Attending other Bucknell events (Club events, Deans’ events, campaign events, etc.) in your area as a representative of the BPN Panel if you are able
- Being knowledgeable of major Bucknell initiatives such as development campaigns, on-campus events including Reunion and Homecoming, and the Regional Clubs
- Serving as Liaison to the Office of Alumni Relations
- Using and advocating for the use of the various networking tools e.g. LinkedIn, the Bucknell Alumni App,
- Actively participating in Adviser conference calls (Monthly)
- Attendance of on-campus Adviser conferences (minimum of once per year)
- Committing to service on at least one of the following committees:
Membership & Sustainability – Driving recruitment & diverse board membership, being present at BPN-sponsored events; mentoring student advisers & maintenance of corporate governance, operational and onboarding documentation

Strategic Planning & Initiative Development – Working with the administration to design and implement BPN activities, events & programs

Constituent Engagement – Focused on developing relationships and facilitating connections within the Bucknell alumni constituency & greater community

Marketing & Communications – In charge of promoting the BPN & its programming through social media, publications and other advertising methods. Responsible for all branding efforts of the BPN

What on-campus support and resources will I have to get the job done?
Dedicated administrative staff on campus supporting the BPN, responsible for:
- Leading the calendaring and development of events
- Developing registration website and invitations for all events
- Securing faculty participation in events (when required)
- Managing limited university budget to provide event funding
- Negotiating venue contracts and catering arrangements for events
- Identification of potential panelists and speakers for events

What are the benefits and professional development opportunities?
- Exclusive recognition in Bucknell's Honor Roll of Volunteers
- Build a stronger personal & professional network of Bucknellians in multiple industries around the globe
- Develop leadership, organizational, project management and communication skills
- Influence the BPN's strategic direction through problem solving and sharing best practices
- Insider access to the Bucknell University Development and Alumni Relations team
- Stay at the forefront of major industry and market trends as they relate to the Bucknell community
- Beta test Bucknell's new digital engagement solutions before other alumni
- Plan professional development and networking events for alumni worldwide
- Enjoy attending Bucknell Professional Network events and activities at no cost
- Bolster your image/reputation in your industry and enhance your resume and LinkedIn profile

What are the qualifications?
- Bucknell alumni/a/us, past or current parent with deep-rooted appreciation for Bucknell
- Commitment to serving the best interests of the Bucknell community
- Ability and availability to devote the appropriate time and energy to be a productive member of the Board
- Expertise in a specific industry or across multiple industries
- Strong connections with peers and the willingness to leverage connections to further the goals of the BPN
- Proficient with (or must learn to be proficient with) social media like LinkedIn and the Bucknell Alumni App.

Interested in applying? Bucknell.edu/BPNAcadvisoryBoard or Bit.ly/bpnapp

Questions? Please contact us directly at Bucknellpronet@bucknell.edu or ilm002@bucknell.edu