



**POSITION DESCRIPTION**  
**Sacred Heart College Alumni Association General Committee**

<b>Position title</b>	Sacred Heart College Alumni Association General Committee
<b>Overview</b>	<ul style="list-style-type: none"> <li>● Attendance of meetings outside of working hours usually 5.30pm – 7.00pm weeknights with a Zoom option if necessary. (There are at least five committee meeting times per calendar year as per Constitution Section 6. A committee member who is absent for more than 3 consecutive meetings without reasonable cause shall be deemed to have vacated the position.</li> <li>● Support the Executive and Committee to foster a spirit of cooperation and goodwill in line with the Mercy ethos and tradition of the College.</li> <li>● Actively engage in the promotion of the Alumni Association.</li> <li>● Actively support and contribute to initiatives of the Committee.</li> <li>● In conjunction with the Executive, determine the future direction of the Association.</li> <li>● Attend and assist where possible at Alumni events and reunions. (Five decade reunions and two separate Alumni events).</li> </ul>