



Corps Alumni Association Leadership Committee

Corps Alumni Association Mission Statement

The mission of the Corps Alumni Association is to enhance the networking and growth opportunities that the Chesapeake Conservation and Climate Corps (Corps) has to offer to current Corps members and alumni alike.

What is the Leadership Committee?

Members of the Corps Alumni Association Leadership Committee will be leaders in the Corps community, and their support and guidance will be integral in the development of alumni resources. Committee members will engage and connect alumni through many avenues including support of recruitment efforts, providing professional expertise and network connections, supporting mentorship opportunities for current Corps Members, and increasing Trust donor opportunities.



**Chesapeake
Conservation &
Climate Corps**
Alumni

What is the time commitment for being on the Committee?

About 3-4 hours per month for a 2-year term

What is the eligibility criteria to serve on the Committee?

You must have completed at least 9 months of your year-long Corps term

How many alumni are there?

There are currently about 450 alumni

[Click here to nominate yourself or another Corps alumni by Friday, May 8th!](#)

Email corps@cbtrust.org with any questions

PRESIDENT



Chesapeake
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POSITION SUMMARY

Serves as leader for overall governance of the Corps Alumni Association by presiding over meetings, overseeing officers, guiding strategic decisions, and ensuring the effective execution of responsibilities.

RESPONSIBILITIES

- Presides over quarterly Leadership Committee meetings and annual Corps Alumni Association meeting
- Guides general and active business of the Corps Alumni Association
- Oversees all officers and ensures they are accomplishing their duties
- Submits a written summary of operations of the Corps Alumni Association to the Trust staff for review on a quarterly basis.
- Chairs the “Membership and Career Services” sub-committee, including appointment of a Co-Chair and additional sub-committee members (consisting of individuals from the Alumni Association membership) and coordination of sub-committee projects and tasks
- Provides input on key decisions
- Attends bi-annual Corps Advisory Board meetings as needed

VICE- PRESIDENT



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POSITION SUMMARY

Supports the President as needed while chairing the Engagement and Event sub-committee, supporting quarterly operations reporting, contributing to decision-making, and actively participating in Association meetings.

RESPONSIBILITIES

- Acts on the President's behalf in their absence and when requested by the President or Trust staff
- Attends quarterly Leadership Committee meetings and the annual Corps Alumni Association meeting
- Collaborates with the President on a written summary of operations on a quarterly basis
- Chairs the "Engagement and Events" sub-committee, including appointment of a Co-Chair and additional sub-committee members (consisting of individuals from the Alumni Association membership) and coordination of sub-committee projects and tasks
- Provides input on key decisions
- Attends bi-annual Corps Advisory Board meetings as needed

TREASURER



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POSITION SUMMARY

Serves as overseer of financial reporting and compliance while being responsible for chairing the Governance and Development sub-committee, contributing to strategic decision-making, and actively participating in Association meetings.

RESPONSIBILITIES

- Submits all documents to and for the Corps Alumni Association related to finances
- Attends quarterly Leadership Committee meetings and the annual Corps Alumni Association meeting
- Submits written summary tracking Association financials to the Trust staff for review on a quarterly basis
- Chairs the “Governance and Development” sub-committee, including appointment of a Co-Chair and additional sub-committee members (consisting of individuals from the Alumni Association membership) and coordination of sub-committee projects and tasks
- Provides input on key decisions
- Attends bi-annual Corps Advisory Board meetings as needed

SECRETARY



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POSITION SUMMARY

Serves as meeting scribe while leading communications and marketing efforts, chairing the Communications and Marketing sub-committee, contributing to strategic decisions, and actively participating in quarterly and annual leadership meetings.

RESPONSIBILITIES

- Attends quarterly Leadership Committee meetings and annual Corps Alumni Association meeting
- Records meeting minutes at Committee and Association meetings
- Oversees quarterly Corps Alumni Association communications.
- Chairs the “Communication and Marketing” sub-committee, including appointment of a Co-Chair and additional sub-committee members (consisting of individuals from the Alumni Association membership) and coordination of sub-committee projects and tasks
- Provides input on key decisions
- Attends bi-annual Corps Advisory Board meetings as needed

MEMBER AT LARGE



Chesapeake
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POSITION SUMMARY

Serves as direct support to Leadership Committee initiatives while supporting sub-committees, contributing to strategic decisions, and actively participating in Association meetings.

RESPONSIBILITIES

- Responsible for carrying out agreed upon duties and responsibilities assigned to them by the Leadership Committee and Trust Staff
- Attends quarterly Leadership Committee meetings and annual Corps Alumni Association meeting
- As assigned, co-chairs a sub-committee, including appointment of additional sub-committee members (consisting of individuals from the Alumni Association membership) and coordination of sub-committee projects and tasks
- Provides input and expertise on key decisions
- Attends bi-annual Corps Advisory Board meetings as needed

SUB-COMMITTEE DESCRIPTIONS



MEMBERSHIP AND CAREER SERVICES

- Engages recent Corps Program graduates and existing alumni to increase active membership and strengthen long-term involvement
- Maintains and updates alumni contact information, employment status, and career milestones
- Coordinates professional development opportunities, such as workshops, continuing education resources, and alumni mentorship opportunities

ENGAGEMENT AND EVENTS

- Plans, organizes, and executes alumni events such as reunions, networking sessions, social gatherings, and community service initiatives
- Strengthens alumni connections by fostering meaningful interactions across class years and career stages
- Evaluates event participation and feedback to improve future programming

GOVERNANCE AND DEVELOPMENT

- Coordinates the nomination, vetting, and election process for new Leadership Committee positions
- Leads the review, revision, and creation of Association policies and bylaws
- Collaborates with Trust staff on fundraising activities and donor engagement

COMMUNICATIONS AND MARKETING

- Manages Association's newsletters, announcements, and digital communications
- Promotes association initiatives, events, and opportunities through coordinated marketing efforts
- Contributes to Corps social media platforms
- Highlights alumni achievements to strengthen program visibility and pride