

## **Regional Co-Coordinator Roles & Responsibilities**

### **Term:**

- Up to 4 Academic Years

### **Fundraising:**

- Make a thoughtful and proportionate financial contribution in support of the Annual Giving Parents Campaign every year.
- Identify prospects and encourage giving from parents and friends to support the Parents Campaign and other fundraising projects as determined.
- Assist in identifying and engaging new friends and sources of influence for the College.

### **Leadership and Communication:**

- Attend the Executive Committee Meetings on campus (during New Student Orientation in August and Family Weekend in February) and participate in the monthly conference calls.
- Maintain relationships and work in partnership with the SCPA Co-Chairs, Spelman administration including the President, Senior Staff, and Institutional Advancement.
- Serve as a liaison and figurehead for your region, communicating between the parents in your assigned geographic area, the Executive Committee, and Institutional Advancement. Serve as a conduit for information sharing and feedback for Spelman parents.
- Represent Spelman College and the Parents Association at local and regional events.