

## **Boxwood Circle Job Descriptions**

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### **Boxwood Circle Giving Chair**

Leadership from the Boxwood Circle Giving Chair is vital to the success of the Boxwood Circle Giving program in supporting Sweet Briar College. She should be an alumna who has a proven track record of leadership in her class or volunteer experience. Additionally, she should be an alumna with a history of leadership giving, \$2,500 and above, thereby enabling her to speak from her own experience in counseling Boxwood Circle Committee members to achieve their goals.

The Boxwood Circle Giving Chair serves a one-to-two year term, generally following at least two years of service as a Boxwood Circle Committee member. She serves as an ex-officio member of the Board of the Alumnae Association with full voting privileges. She also serves as a member of the Annual Fund Committee.

Her specific duties include:

1. Supporting the Annual Fund by making an unrestricted contribution at the Boxwood Circle (\$2,500 to \$4,999) level or above.
2. Encouraging the Boxwood Circle Committee members, as well as alumnae directly assigned to her, to increase their unrestricted Annual Fund gifts to the College.
3. Helping to identify and recruit Boxwood Circle Committee members.
4. Working with the Development Office in drafting and signing updates and letters to Boxwood Circle Committee members and prospects.
5. When possible, acting as hostess for special campus events for Boxwood Circle members.
6. Assisting in the preparation of the Boxwood Circle newsletters.
7. Playing an integral role in shaping the growth and direction of the Boxwood Circle, including working to increase gifts at the Boxwood Circle, Fountain, and Column Societies levels, and promoting programs and initiatives for Boxwood Circle donors.
8. Attending Homecoming 2008 and assisting during the training session for Boxwood Circle Committee members.
9. Attending the Annual Fund Committee meetings during Alumnae Board meetings.

### **Boxwood Circle Committee Member**

Leadership from Boxwood Circle Committee members is equally vital to the success of the Boxwood Circle Giving program in supporting Sweet Briar College. Committee members should be alumnae who have a proven track record of leadership in their classes or volunteer experience. Boxwood Circle Committee members generally serve a one-year term and are often encouraged to continue their service for additional terms.

Specific duties include:

1. Supporting the Annual Fund by making an unrestricted contribution at the Boxwood Circle (\$2,500 to \$4,999) level or above.
2. Attending volunteer training during Homecoming 2008, September 26-28, 2008.
3. Calling 8-10 alumnae identified as Boxwood Circle prospects to encourage them to make Annual Fund gifts of \$2,500 or more.
4. Writing thank you notes to assigned alumnae for their gifts.