



**Up with People International Alumni
Association
Board of Governors
Era Representative Job Description**
(Updated by Sary Garcia 7/2/05)

Description: **Era Representatives** help fulfill the mission of the UWPIAA by developing and maintaining relationships with the cast/crew representatives within their respective eras, and by communicating information about the UWPIAA and its programs and service, and UWP and its programs, to these cast/crew representatives. Era Representatives also serve as the representative voice on the UWPIAA's Board of Governors of the casts/crews in their respective eras.

Specific Responsibilities:

- 1) **Communicate Regularly with Cast/Crew Representatives.** Communicate with cast/crew representatives at least once a month, with a concentrated effort between the months of December and July to facilitate communication regarding reunion.
- 2) **Provide Support to Cast/Crew Representatives and Assistance to Unrepresented Casts/Crews.** Facilitate searches for new cast/crew representatives for unrepresented casts/crews. Encourage cast/crew reps to maintain a current directory and organize a newsletter (printed or electronic). Keep in touch with cast/crew reps to offer support and motivation and offer ideas for casts/crews seeking to expand their activities. Help find missing alumni within your respective eras.
- 3) **Network Online.** Review and update cast/crew web page links on the UWPIAA website and provide the Information Technology Committee with changes and updates in a timely fashion. Regularly monitor the online Alumni Forum, the alumni Yahoo group, or any other online alumni communities, and participate as necessary.
- 4) **Promote the UWPIAA Alumni Database.** Encourage cast/crew reps to promote the updating of addresses for the UWPIAA Alumni Database. Encourage all alumni to update their information in the Alumni Database or, if an individual is unable to update his/her own information, update it on his/her behalf.
- 5) **UpBeat Participation.** Write an article for UpBeat once during a two-year term to help facilitate the above goals.
- 6) **Other Duties.** Responsible for responding in a timely manner (48 hour turn-around preferred whenever possible) to messages sent to your uwpiaa.org email address. Communicate and coordinate your activities with your designated officer on the executive team.

Time Commitment: **The Era Representative** position requires a time commitment of approximately five hours per week, which potentially increases in the Dec.-Jan. timeframe when more questions regarding reunion arise.