



Smith College Alumnae Admission Volunteers Definition of Roles

Alumnae Admission volunteers operate within the structure of their local Smith clubs, or, in unclubbed areas, alone. Below is a summary of the structure and volunteer roles within the Alumnae Admission Program.

NAAC: Network of Alumnae Admission Coordinators

This Committee of 15 supports recruitment by leading the worldwide network of alumnae admission volunteers and by serving as the liaison between the alumnae and the Office of Admission. Included in this committee are multi-cultural alumnae representatives. The primary role of a member is the support and encouragement of the alumnae admission programs within the member's geographic region in order to strengthen and increase the volunteer recruitment effort and its effectiveness.

AAC: Alumnae Admission Coordinator

AACs are the front line of admission volunteers. With a primary mission of increasing applications to the college, the AACs job is to contact prospective students, follow them through the application process, and finally help them select Smith as their college of choice. They do this by initiating personal contact throughout the year by mailing postcards, holding interviews, and organizing events. There are approximately 250 official AACs throughout the world. Clubs are encouraged to appoint an AAC to their board.

AAC Chair, AAC Co-Chair and Volunteer Committees

In clubs that have large numbers of volunteers, the recruitment work is often shared. AAC Chairs and AAC Co-Chairs lead and coordinate the efforts of a committee of AAC volunteers. We do not expect every volunteer to "do it all." Committees offer a great opportunity for alumnae to contribute in whatever way she can, given her other commitments, time available, and her own strengths. With the addition of committee members, we estimate that almost 1000 alumnae are involved in recruiting the best and brightest students.

Book Award Coordinator

Book Award Coordinators manage book award programs and develop and maintain relationships with high schools in their areas. The Smith Book Award Program consistently proves to be a viable recruitment tool. These awards give us the opportunity to highlight the academic excellence of Smith to prospective students and their counselors and give Smith added visibility in targeted schools. Sponsoring a Book Award, therefore, is a simple yet powerful means of assisting the Office of Admission in recruitment.

