

ALUMNI ASSOCIATION OFFICER RESPONSIBILITIES

President

- Presides at all meeting of the Alumni Association
- Oversees responsibilities of all Alumni Association events
- Serves as the primary liaison to the Development Office
- Calls all meeting of the Alumni Association
- Responsible for sending reports of Alumni Association activities to the Alumni Secretary

Vice-President

- Presides in the absence of the president and assists in overseeing the responsibilities of all Alumni Association events
- Serves as event coordinator for all Alumni events in his/her state
- Responsible for sending reports to the president of all Alumni activities in his/her state
- Responsible for placing all events on the Alumni Association Calendar kept by the Alumni Secretary

Secretary

- Keeps minutes of all Alumni Association meetings
- Sends reports of alumni events to the Development Office
- Keeps an up-to-date calendar of events for the Alumni Association
- Keeps Alumni Association President and Development Office apprised of all calendar additions and changes

Treasurer

- Maintains Alumni Association Checking account
- Keeps records of all Alumni Association receipts and expenditures
- Sends an annual treasurer's report to the Alumni Association President

Decade Coordinators

- Responsible for keeping in touch with all class coordinators in his/her decade at least twice a year
- Works with the reunion year class coordinator to arrange Homecoming publicity and events
- Assists the state vice-president in coordinating events for his/her state
- Reports to the secretary any changes in class coordinator information for his/her decade

Class Coordinator

- Responsible for keeping in touch with his/her class at least once a year
- Reports all changes in class member information to the Development Office
- Works with the Homecoming committee to plan events for his/her reunion year
- Assists in all area Alumni Association event

Area Coordinator

- Assists the state vice-president in coordination area events
- Responsible for publicity for all area events
- Reports on area events to state vice-president