President

The president is the senior volunteer leader of the alumni chapter who presides at all meetings of the alumni chapter and other meetings as required. The president shall have general charge of and control over the affairs of the alumni chapter and perform other duties as prescribed by the alumni chapter. The president oversees implementation of all policies and ensures that appropriate administrative systems are established and maintained. The president is elected by the alumni chapter members, reports to the Alumni Association and Office for Alumni Relations, and serves a one-year term.

- Schedule and preside at board and executive committee meetings in accordance with the chapter by-laws.
- Appoint chairs for standing and ad hoc committees.
- Communicate with the Office for Alumni Relations staff to facilitate chapter business.
- Officially represent the alumni chapter as requested by the Alumni Association or Alumni Relations staff.
- Ensure chapter board creates an annual plan to guide the alumni chapter activities and programs.
- Ensure officers and board directors maintain active member status and follow policies outlined by the EMU Alumni Association
- Ensure timely submission of pertinent chapter news, activities and projects for distribution in EMU's print and electronic communications.

Vice President

The board's Vice President shall perform and discharge the duties of the president in the case of the absence, death, or disability of the President; shall serve as chair of the election committee; and perform such other duties as prescribed by the president and/or alumni chapter. The Vice President is elected by the alumni chapter, reports to the alumni chapter, and serves a two-year term.

- Fulfill the duties of the chapter president in his or her absence.
- Prepare and train for smooth transition during and after elections.
- Serve as a member of the Executive Committee.
- Serve as chair of the Nominating Committee.

Secretary
Alumni Chapter Officer Roles and Responsibilities
(Sample)

The secretary is responsible for making and preserving a record of all proceedings of the alumni chapter meetings. The secretary shall perform such other duties as prescribed by the president and the alumni chapter. The secretary is elected by the alumni chapter and serves a one-year term.

• Take minutes at all chapter board meetings (and provide for backup where needed).
• Maintain chapter records, including membership lists, to ensure an accurate and complete history of activities.
• Communicate with new members of the chapters
• Match alumni chapter membership lists with the Office for Alumni Relations quarterly
• Distribute meeting minutes and other communications to board and Alumni Relations staff in a timely manner.

Treasurer

The treasurer is responsible for consulting with the Office for Alumni Relations and EMU Foundation regarding any and all matters relating to the funds and finances of the alumni chapter. The treasurer is elected by the alumni chapter, reports to the alumni chapter, and serves a two-year term.

• Fiduciary responsibility to maintain accurate records of expenditures, receipts and accounts. Balance alumni chapter account statements monthly as provided by the Office for Alumni Relations.
• File periodic reports to staff to document funds maintained in alumni chapter accounts. Report account status to board at each regularly scheduled meeting for documentation in board meeting minutes.
• Make deposits and create check requests to administer chapter activities.
• Coordinate with staff to ensure timely transition of chapter accounts and signers during the first quarter of the fiscal year.
Communication Officer

*Not included in sample bylaws

The communication officer serves as the conduit through which the alumni chapter information flows. The communication officer will prepare written copy describing alumni chapter programs and activities to include the who, what, when and where type of information. In addition, the communication officer is responsible for monitoring alumni chapter website information ensuring accurate and relevant information. The communication officer is elected by the alumni chapter, reports to the alumni chapter, and serves a two-year term.

- Coordinate with the Office for Alumni Relations the communication needs of the alumni chapter.
- Work with the Office for Alumni Relations to submit written material regarding the alumni chapter's programs and activities. Such information would be used in creating promotional material and other communication mediums such as Facebook.
- Monitor website and other social networking tools to ensure information is kept current.

Other positions to consider:

**Events Coordinator**

**Vice President vs. President-elect**