Responsibilities of Chapter Officers

President
- Manage activities through chapter leadership
- Appoint committees and chairpersons
- Preside over meetings (act as a facilitator at formal chapter meetings)
- Insure chapter continuity by facilitating involvement of other chapter officers
- Prepare Chapter Yearly Plan Form (Section VIII), Annual Chapter Summary Report (Section VIII) and Invitation Information/Meeting Agenda Form (Section VIII) with assistance from other officers
- Attend Chapter Leadership Workshop

President Elect or Vice President
- Assist the chapter President in overall management of chapter
- Be involved in program planning
- Attend Chapter Leadership Workshop if President is unable
- Supervise activities of committees

Secretary
- Maintain chapter records and assist president in preparation of required reports (see presidents responsibilities)
- Take minutes of all meetings/send out notices of executive committee meetings
- Send necessary correspondence to National Alumni Association office

Treasurer
- Prepare and send membership notices
- Take reservations for meetings and host registration table at chapter events
- Maintain chapter financial records
- Report financial standing to chapter each quarter or no less than twice during a chapter year

Alumni Student Recruitment Coordinator
- Organize local Student Recruitment activities and events
- Work with the President to incorporate student-oriented chapter events into the yearly chapter plan
- Coordinate letter writing campaign for prospective students in your area
- Promote Capstone Scholars Day and other UA student programs

Government Affairs Vice President
- Identify opportunities for Alumni and Friends to meet with Legislators
- Work with University System Government Relations Office
- Attend January Legislative Workshop in Tuscaloosa
- Attend Higher Education Day in Montgomery during Legislative Session
- Coordinate personal contact by chapter officers and membership with legislators for University issues

Other Officers
- Other chapter officers can be designated as required by chapter needs

Executive Committee
- Consists of chapter officers and other designated persons
- Act for the chapter on all matters not requiring a chapter vote
- Authorize and approve any expenditures of chapter monies
- Advise the President on needed standing committees for the chapter and to recommend chairpersons for these committees
- Assist in formulating a yearly chapter plan
- Declare vacancies to any elected or appointed offices or committee chairs for reasons of lack of activity or absence and fill such positions by special election or appointment
Chapter Committees

For a chapter to be effective, a network of committed volunteers organized as committees with specific responsibilities should be developed. The number of committees needed will vary by chapter and its individual needs. Some possible committees include:

1. **Publicity** - promotes chapter activities in the community through news releases, a chapter newsletter or meeting announcement. *Good job for an alum with media background and contacts. See the Chapter Event Checklist for other publicity opportunities.*

2. **Program** - works with president-elect and other chairpersons and their committees to plan event, select a site, and so on. *See Chapter Event Checklist.*

3. **Telephone** - recruits callers for a "phone-a-thon" for an event or membership drive used to encourage attendance at chapter meetings, to disseminate information or increase local membership. *Don't forget to request up to date alumni listings.*

4. **Hospitality** - extends welcome to new alumni moving into area and encourages chapter participation. *Make diversity a focus of this committee's makeup.*

5. **Membership** - informs the National Alumni Association of changes in local membership. Arranges interaction with parents of currently enrolled students to encourage their involvement with the local chapter. Actively works to enlist new members for the local chapter and the National Alumni Association. *Utilize people in different professional areas to call or write to colleagues (i.e. doctors, lawyers, accountants, bankers, teachers)*

6. **Fund-Raising** - works with the Alumni Office to organize various activities to raise chapter operating funds, scholarship funds, local and national membership drives, etc.

7. **Friend Identifier** - develops contacts with non-alumni and solicits their membership in the local chapter and National Alumni Association.

8. **Student Recruitment** - is chaired by the Alumni Student Recruitment Coordinator who works with the Admissions Office to recruit prospective students from local high schools and inform them of the advantages of attending The University of Alabama. *Good job for teachers, counselors or alumni with high school-aged children.*

9. **Website and Electronic Communications** - Develops and maintains various chapter electronic media, including website, social media and email list.

10. **Scholarship** - Assists in the selection of chapter scholarship recipients and encourages support and growth of chapter scholarship endowments through fundraising and chapter activities.

11. **Other Committees** - as required by local chapter needs.