

## Alumnae Association Position Responsibilities

### **Officers (Elected):**

Officers will serve a one year term, beginning in January of the calendar year with the exception of the treasurer, who will serve a two year term.

All officers are expected to attend the executive board committee meeting (twice a year) and the Alumnae Association Board and Delegate Meetings (twice a year – normally in February and September.)

### **President:**

- Preside at all meetings of the Executive Board and the Alumnae Association Board
- Oversee the appointment of all standing committee chairs and special ad hoc committees as determined by the Executive Committee
- Along with the Past-President, present the slate of officers at the fall meeting, and announce the full board of delegates
- Act as ex-officio member of all committees, calling upon each chair to submit written and/or oral reports for the Board meetings in February and September
- Call special meetings of the Executive Committee as deemed necessary
- Perform such other duties as are usually assumed by a presiding officer, such as presiding over reunion and addressing graduates at commencement ceremonies
- Assume the office of Past President upon completion of term as President.

### **Vice-President (President-Elect):**

- Perform the duties of the President as directed by the President in her absence
- Act as Advisor to the President
- Become familiar with the duties of the President and assume the office of President upon completion of term
- Chair the Scholarship Committee

### **Past President (assumes this position following term as President)**

- Act as advisor to the President
- Compile a slate of officers for presentation at the fall meeting

### **Treasurer:**

- Maintain all financial records
- Prepare reports for the Executive Committee and the Alumnae Association Board meetings
- Process invoices for payment by the College
- Function as overseer of all financial matters regarding the Starving Artists' Show

Recording the business of the Executive Committee and the Board/Delegates meeting will be done by the Alumnae Office, or by an appointed scribe with the Alumnae Office responsible for preparing and mailing the minutes.

**Members-at-Large (appointed):**

Members-at-Large positions are one year terms with the option to serve additional year(s) as determined by the Executive Committee.

**Duties:** Members-at-Large bring to the Executive Committee and the Alumnae Board Meetings the viewpoint and concerns in one's constituency so as to provide a broad base of understanding and services to all alumnae, including future alumnae. In turn, Members-at-Large will provide communication to selective constituency as much as possible. The Members-at-Large include:

- Angelus Club representative
- Marian Club representative
- Faculty representative
- Graduate Program Alumnae representative
- Recent Graduate representative (traditional and non-traditional)
- SSND representative
- Student representative

**Alumnae Relations Chair:**

Reports to the Executive Board; Is responsible for seeking out alumnae to chair/co-chair the subcommittees; Calls for and is responsible for the reports from the subcommittees assigned to the position:

- Alumnae Awards
- Alumnae Delegates (including class and departmental/divisional representative (responsibilities attached))

**Student Relations Chair:**

Reports to the Executive Board; Is responsible for seeking out alumnae to chair/co-chair the subcommittees; Calls for and is responsible for the reports from the subcommittees assigned to the position; meets with alumnae scholars for input and support

- Find Your Fortune
- Scholarship Selection
- Commencement Countdown
- Step-Singing
- Student Government Interaction

**Starving Artist's Show Chair:**

Reports to the Executive Board; Is responsible for seeking out alumnae to chair/co-chair the subcommittees; Calls for and is responsible for the reports from the subcommittees assigned to the position:

- Grounds
- Hospitality
- Hostesses
- Information
- Parking
- Procedures
- Publicity
- Refreshments
- Registration
- Review Board
- Security
- Volunteers

**Director of Mount Mary College Alumnae Relations:**

Act as liaison between the College and the Alumnae Association

**Duties:**

Support the work of the Alumnae Association by:

- Making recommendations regarding potential officers and committee chair appointments
- Assisting the Officers and Committee Chairs in fulfillment of their responsibilities
- Working with Executive Committee and Board on periodic evaluation of strategic initiatives
- Preparing/sending meeting notices, minutes, announcements, and any other communication deemed necessary by the Executive Committee, and the Board/Delegates
- Arranging for appropriate meeting space, refreshments, setup, and other accommodations as necessary.
- Act as ad hoc member of Association committees, assist those committees as necessary. (Assistance in this sense is the preparing, copying, and mailing of any materials needed by the committees to accomplish their goals.