



Office of Alumni Engagement and Annual Giving

Executive Committee Officer Positions and Leadership Roles

Once established as a formal Alumni Chapter or Club, each group will have **at least (5) officers** consisting of a: President, Vice President, Secretary, Treasurer, and Marketing and Outreach Chair. These are the only voting members of a Chapter or Club board. All other members will be non-voting, but active, members of the alumni group.

Such officer positions should be included in each Chapter's and Club's Constitution and Bylaws. These officer roles are described below; each group may add additional duties, but should maintain the responsibilities below as a minimum. Chapters and Clubs may also establish O.S.P.R.E.Y. Programming Chairs once all of the 5 officer positions have been filled.

Please refer to the [Terms of Office and Eligibility of Membership](#) document for specific term limits and related criteria for each executive committee position and other ad hoc positions.

Leadership Succession Process

While formal elections must occur, the suggested leadership succession model for Alumni Chapters and Clubs is provided below. Also, all current officers shall assist with training and preparations for all incoming officers.

President < Vice President < Secretary < Treasurer < Marketing and Outreach Chair

Executive Committee Officers (5) – Required Positions

1. President

- Serves as the official point of contact and primary liaison for the Office of Alumni Engagement and Annual Giving (AEAG) and the UNF Alumni Association. This also includes other UNF constituents and affiliates including: all alumni, students, friends of the university, parents, prospective students, and community and business leaders.
- Provide ongoing leadership, guidance, and strategic direction for the Alumni Chapter.
- Preside over all administrative affairs of the Chapter including: executive committee meetings, activities and events, planning (including goals and implementation), and communications.
- Responsible for setting the group's agenda for each UNF fiscal year (July 1 – June 30).
- Ensure that the Alumni Chapters and Clubs are consistent and in compliance with the UNF Alumni Association Bylaws, the Chapter or Club's Bylaws, and with all UNF Alumni Chapter and Club manual guidelines and processes.
- Responsible for planning and preparing a successor (often times the VP).
- Participate in all scheduled Chapter/Club Leadership meetings, conference calls, organized by the Office of AEAG or the UNF Alumni Association.

- Make an annual gift to the University of North Florida during each Fiscal Year in which the President position is held by the member (July 1 – June 30).
- Report activities of the Chapter or Club to the Alumni Association Board **at least 2 weeks before each of the Alumni Association Board Meetings**; 3 meetings scheduled per calendar year; check with the Office of AEAG for dates

2. Vice President

- Assist the President with all administrative duties (upon request of the President) and with providing leadership, guidance, and strategic direction for the Alumni Chapter or Club.
- If elected as President: train and prepare to succeed as President of the Chapter or Club and make for a smooth transition process
- Make an annual gift to the University of North Florida during the Fiscal Year for each year the position of VP is held by the member (July 1 – June 30).
- In the temporary absence of the President, the Vice President shall be designated to preside over all administrative matters of the Chapter or Club. At other times the Vice President shall carry out such duties as may be delegated by the President.

3. Secretary

- Official custodian of all Chapter or Club records – either electronic or in hard copy form.
- Responsible for: 1) recording meeting minutes, 2) tracking attendance at meetings and events, 3) updating Chapter or Club documents including rosters and contact lists, and 4) ensuring that all of the necessary paperwork/handouts are printed and ready for all meetings and events – in a timely fashion.
- Conducts correspondence with chapter members and non-chapter members
- Make an annual gift to the University of North Florida during the Fiscal Year for each year the position of secretary is held by the member (July 1 – June 30).
- Notifies all members of the Chapter or Club of upcoming meetings and shall keep available for inspection by the Chapter or Club members, copies of the UNF Alumni Association Bylaws and the Alumni Chapter or Club's Bylaws; all documents pertaining to the Chapters and Clubs Resource Guide should also be made available at meetings.

4. Treasurer

- Shall be authorized to 1) collect all monies payable to the Chapter or Club, 2) keep the group's financial accounts and, 3) enter in detail all receipts and disbursements.
- Communicate with the Office of AEAG on financial-related matters of the Chapter/Club
- Make an annual gift to the University of North Florida during the Fiscal Year for each year the position of Treasurer is held by the member (July 1 – June 30).

5. Marketing and Outreach Chair

- Assist the Chapter or Club with all marketing and communication tasks. This includes:
 - Ensuring that the group is up-to-date on all UNF marketing and communication standards
 - Submitting marketing material to the Office of AEAG for promotion by the set deadlines
 - Assist with monitoring the Chapter/Club's e-mail account
 - Assist with monitoring and posting on the Chapter/Club's social media pages
 - Assist with membership and recruitment initiatives as established by the Executive Committee of the Chapter/Club.
- Make an annual gift to the University of North Florida during the Fiscal Year for each year the position of Marketing and Outreach Chair is held by the member (July 1 – June 30).

Other ad hoc volunteer positions (non-voting) – Optional

1. O.S.P.R.E.Y. Programming Chairs

- A chairperson may be designated to assist with coordinating the various programming efforts as outlined in the [O.S.P.R.E.Y. Programming Guide](#).
- Chapters and Clubs may establish O.S.P.R.E.Y. Programming Chairs once all of the 5 officer positions have been filled.
- These positions assist the President and other Executive Board Officers and do not have voting privileges.

2. Immediate Past President

- Assists the incoming President-elect with transition
- Serves as a resource for strategic planning and guidance
- This position is a non-voting position
- This position only serves for one Fiscal Year term; immediately after official term in office.

Notes: 1) By taking on a leadership position, each member is responsible for representing the university, the UNF Alumni Association, and the Alumni Chapter/Club in a positive and professional manner. 2) These roles and responsibilities are subject to change by the Office of Alumni Engagement and the UNF Alumni Association Board of Directors.