

**Essex Aggie Alumni Association
Board of Directors - Duties and Responsibilities**

DUTIES OF OFFICERS

President: The President shall preside at all meetings and shall be a member of all committees, ex-officio. The President shall be a third authorized signature on all financial accounts of the Association. The President shall ensure that any necessary alumni business is carried out in a timely manner. The President shall appoint any standing or special committees.

Vice President: It shall be the duty of the Vice-President to assist and support the President and in his/her absence, to take his/her place.

Secretary: The Secretary shall be a second authorized signature on all financial accounts of the Association. The Secretary shall keep records of all class rosters, membership lists, meetings, activities and documents related to the Alumni Association.

Treasurer: The Treasurer shall be responsible for all money received and shall pay all bills as authorized by the board and shall keep a record of all accounts. The Treasurer shall be responsible for filing all tax related documents. A current membership list of all paid members shall be provided to the Secretary whenever necessary. A quarterly accounting summary shall be presented to the Officers and Directors.

DUTIES OF DECADE DIRECTORS

The **Decade Directors** of the Association shall consist of one Director from each decade for which there are living alumni. (1940s, 1950s, 1960s, 1970s, 1980s, 1990s, 2000s, etc.)

A Decade Director takes part in the day to day business decisions of the alumni association by contributing to all discussions and casting a vote when votes are required. A Decade Director acts as a representative for the members of their particular decade.

OTHER DIRECTORS

In addition to the regular Officers and Decade Directors there shall be positions on the board to include **College Division Director, At-large Directors** and **Current Student Director**.

Duties and responsibilities of Other Directors shall be the same as for Decade Directors.

COMMITTEES

The president, with the approval of the officers and directors shall appoint any standing or special committees.

The committees shall appoint their own chairman.

The chairman of each committee shall provide reports of their activities to the board and to the secretary for the Association records.

Standing Committees shall include: Membership, Newsletter, Website, Reunions, Scholarship, Fundraising and Nominating Committee.