A STRONG chapter depends upon STRONG leadership.

Leadership in a chapter is an ACTIVE JOB: directing, delegating, planning, using resources. We believe the main ingredient for a strong leader is MOTIVATING others to BE INVOLVED AND STAY INVOLVED.

Each chapter’s bylaws set forth the duties of the chapter officers. They are summarized here as follows.

President
The chapter president has the overall responsibility for the chapter and is the primary contact for the Association and local alumni. The chapter president should:

- Maintain close contact with the alumni staff contact.
- Preside at all chapter board meetings.
- Schedule and conduct a planning meeting with other officers and board members to develop the chapter’s calendar of events for the year.
  See “Checklist for Chapter Presidents” at the end of this section for specific details.
- Monitor the implementation of the planned calendar of events.
- The chapter’s president is ultimately responsible for ensuring that the chapter’s events are a success. Therefore, the chapter president must be responsible for making all guests feel welcome!
- Delegate responsibilities, appointing committees or event chairs and scheduling board meetings as needed.
- Provide the alumni staff contact with feedback on the event and guest attendance forms following each event.
- Prepare and send to the Association by July 1 of each year the chapter’s annual report. This report includes information on the chapter’s activities and financial status.
- Plan in conjunction with the alumni staff contact for an informed and enthusiastic successor to ensure the continuation of a successful and effective UA Alumni Chapter.
- TEACH fellow officers and board members what it means to be an alumni leader. Lead by:
  - Demonstrating responsibility;
  - Following through on phone calls and tasks;
  - Motivating others;
  - Showing appreciation for the work done by others;
  - Making all alumni participants feel welcome at events by trying to greet each and every alum who is at an event;
  - Encouraging the development of new leadership and involvement of chapter;
  - Knowing when to “pass the baton.”

Vice President
- Acts in the absence of the president.
- Works closely with all committees/event chairs.
• Assists the president in fulfilling his/her duties.  
   *(Note: Usually the vice-president will become the next president.)*

**Secretary**  
• Keeps minutes of each meeting or event of the chapter or board of directors.  
• Sends copies of minutes to the Alumni Association staff liaison or provides a copy for the chapter president to send in.  
• VERY IMPORTANT: Ensures that each guest attending any meeting or event shall sign the attendance forms provided by the Alumni Association.  
• Makes sure attendance forms are given to the chapter president and sent to the Alumni Association staff liaison so that the Association’s Records Department can update the records.  
• Sends out notice of all board of directors meetings.  
• Provide web site updates to Alumni Association staff liaison.

**Treasurer**  
• Keeps the chapter’s financial books and records, manages the chapter’s account and pays the chapter’s bills.  
• Collects money in connection with chapter activities, keeping accurate record of the collection and disbursement of these monies and ensuring prompt payment of any bills. Works with the chapter president in preparing the chapter’s annual report and financial reports due on July 1 of each year.  
   *(Note: In smaller chapters the offices of secretary and treasurer are sometimes combined.)*  
• With chapters that have a Bank of America checking account through the Alumni Association, a treasurer is not needed because the accounting is already provided by the Alumni Association’s accountant.

**Board of Directors**  
The programs and business of each chapter are managed by the officers and board of directors.

**The board members:**  
• Provide new ideas for chapter operation and programs. Ideally this includes diversified programming which is responsive to the variety and needs of local alumni. Your alumni staff contact can help you with this.  
• Assist the chapter president in drawing up the calendar of events for the chapter.  
• Serve as committee chairs and assist with program details. Many chapters find that it works well to appoint a different chair and committee for each event, on an ad hoc basis, rather than one committee for a specific programming area. For example, instead of a social committee planning all the chapter’s social events, you may want to appoint a different person for each social event.  

Ideally, the board of directors should represent a cross section of UA alumni in terms of class year, backgrounds, etc. We encourage our alumni chapter leaders to bear this in mind when recruiting board members.

**Terms of Office**  
In order that leadership and responsibilities are shared, and that new leadership is developed, it is recommended that officers serve two-year terms and board of directors’ members serve three-year terms. Where there is a small group of key volunteers, this may be accomplished by officers rotating to other positions at least every two years.
In other words, we want to avoid VOLUNTEER BURNOUT!

**Duties of All Officers and Board Members Regarding Address Updates**

It is the responsibility, and of the utmost importance, for all officers and board members of the chapter to keep the Alumni Association informed of any and all address changes of its members.

**Committees**

The hallmark of a good volunteer organization is *shared responsibility*. A good committee structure is key to keeping chapter leaders involved. As noted above, smaller chapters may find it works best to appoint individuals to coordinate particular events on an ad hoc basis.

- **Student Recruitment and Scholarship.**

  This committee works in conjunction with the UA Office of Admissions and New Student Enrollment in order to achieve the goal of enrolling diverse and well-qualified students. The committee is also charged with developing and implementing a plan for raising scholarships funds for deserving students.

**Checklist for Chapter President**

1. Make sure your alumni staff contact has the most current roster of officers and board members; or in smaller chapters, the roster of your key volunteers.
   a. This roster should include the following for each individual: full name (including middle and maiden names); class year; address; telephone numbers (day and evening); e-mail address; and their position within the chapter (e.g. vice-president, board member, etc).
   b. The roster should be kept up-to-date at all times. At every meeting you should check that all this information is correct. You should send updated rosters to your alumni staff contact.

2. Schedule and conduct a planning meeting with other officers and board members to develop the calendar of chapter events for the coming year. We strongly suggest that this occur at least three times a year:
   a. In *June*, with results forwarded to your alumni staff contact by *July 1*. (This will allow the chapter to plan for fall football events.)
   b. In *September*, with results forwarded to your alumni staff contact by *October 1*. (This will allow the chapter to plan for any holiday and early basketball events.)
   c. In *February*, with results forwarded to your alumni staff contact by *March 1*. (This will allow the chapter to plan for spring events, such as Cinco de Mayo and summer send-off parties.)
   d. All chapters should plan a minimum of **two** events per year, and ideally, at least **four** events per year.
   e. **Under the bylaws, the chapter’s board of directors is required to have at least four board meetings a year.** Three of the meetings can be held in conjunction with the suggested planning meetings.

3. Following each event provide your alumni staff contact with guest registration forms, event summary, and **photos**!

4. By July 1 of each year send the Alumni Association the chapter’s annual report and plan and financial report.

5. Ensure that updated alumni record information obtained from chapter members and from—including telephone contact with chapter members by chapter volunteers—is forwarded to the Alumni Association.

6. Conduct an organized board/committee meeting.
   a. Make telephone calls or send announcements of the meeting and suggested items of agenda well in advance.
b. Ensure that needed materials (pens, paper) or equipment (VCR) are available. Prepare a written agenda or even informal notes for yourself.

c. Make sure the meeting takes place in a location and time that is convenient to the board members.

d. When the meeting convenes make sure that all those present introduce themselves if the group is large/new.

e. Start the meeting on time, set an agreed-upon time for adjournment, and keep to it.

f. Have the secretary or a proxy take notes for the record and make sure a copy is sent to your Alumni Association staff liaison.

g. At the conclusion of the meeting, set date(s) for the next meeting(s).

h. Pass around a roster so members can make corrections for addresses and phone numbers. If there are changes, make sure this information is provided to your alumni staff contact ASAP.

i. Make sure all officers and not board members are on the Association’s information listserv. If someone is not, provide their name and e-mail to your alumni staff contact.

j. Thank all the officers and board members for attending.

7. Keep chapter’s web site updated with contact information, upcoming events, past events, photos etc.

Some general pointers:

- Don’t nominate officers or directors without their advance knowledge.

Try not to “call for volunteers” at the meeting. Try to make these arrangements in advance.