



Manor College Alumni Association

Alumni Board Position Descriptions

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**Manor College Alumni Association
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President of Alumni Association

Term:

- 2 year(s), otherwise determined bylaws.

Time:

- 3-6 hours per month, with greater time commitment surrounding event seasons
- Board meetings as scheduled, ~ 3 hours per quarter
- Committee meetings attendance (as needed)
- Regular telephone and e-mail communication with Manor College liaison and periodic communication with Manor College Director of Institutional Advancement

Position Requirements:

- Alumni of Manor College
- Serve as a positive representative for the Alumni Association and Manor College
- Establish and maintain strong relationships with Manor Community (students, alumni, administration, faculty, staff, etc.)

Preferred Skills and Experience:

- Exceptional interpersonal skills
- Strong communication and public speaking
- Project management/organization
- Experience working with and leading volunteers
- Board management experience would be helpful

Key Responsibilities:

1. Presides at all Manor College Alumni Association board meetings
 - a. Appoint standing and special committees
 - b. Provide leadership and direction to Board
 - i. General:
 1. Lead board in developing annual plan and establish goals for the year
 - a. Create calendar with timelines for each project
 - b. Ensure each project has a lead with accountability for deadlines
 2. Schedule board meetings
 - a. Solicit agenda items and distribute final agenda in advance of meeting
 3. Assign responsibilities for individual duties or events and follow-up on progress
 4. Ensure constitution and bylaws are followed

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5. Serve as chief ambassador of Manor College to alumni and local community
 6. Serve as primary contact for local alumni
- c. Communication:
- i. Maintain regular contact with Manor College staff liaison
 - ii. Maintain regular communication with officers and committee chairs and set meetings
 1. Work with leadership to ensure continuity across board
- d. Administrative:
- i. Call all meetings to order and ensure approval of all board meeting minutes past and present
 - ii. Record all pertinent information for successor
2. Act as resource for officers and volunteers on the board
 3. Speak at Manor College events (e.g. Graduation) to promote/raise awareness for MCAA

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Vice President of Alumni Association

Term:

- 2 year(s), otherwise determined by individual bylaws.

Time:

- 3-6 hours per month, with greater time commitment surrounding event seasons
- Board meetings on as scheduled
- Committee meetings attendance (as needed)
- Regular telephone and e-mail communication with Manor College liaison

Position Requirements:

- Alumni of Manor College
- Serve as a positive representative for the Alumni Association and Manor College

Preferred Skills and Experience:

- Strong communication and public speaking skills
- Project management/organization
- Exceptional interpersonal skills
- Task delegation

Key Responsibilities:

1. Active participation in Alumni Association board meetings
 - a. Oversee the transition of leadership of Board
 - i. General:
 1. Preside over meetings in president's absence
 2. Oversee any committee assignments
 3. Shadow president
 - a. Be aware of ongoing projects and events and understand the role of the president in planning and executing these programs
2. Encourage local constituents to become Alumni Association members
3. Support events and programs throughout the year

**Manor College Alumni Association
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Secretary of Alumni Association

Term:

- 2 year(s), otherwise determined by individual bylaws.

Time:

- 3-6 hours per month, with greater time commitment surrounding event seasons
- Board meetings on as scheduled
- Committee meetings attendance (as needed)
- Regular telephone and e-mail communication with Manor College liaison

Position Requirements:

- Alumni of Manor College
- Serve as a positive representative for the Alumni Association and Manor College
- Participate in Board Meetings in person or via telephone

Key Responsibilities:

1. Active participation in board meetings
 - a. Serve as archivist of Manor College Alumni Association and an activity report to Manor College staff liaison and board members within one week of meetings
 - i. Record significant milestones
2. Record meeting notes and share with Manor Board members
3. Support all events and programs throughout the year for the Alumni Association and Manor College
4. Act as liaison between faculty, staff, alumni, friends, and Alumni Association

**Manor College Alumni Association
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Treasurer of Alumni Association

Term:

- 2 year(s) or otherwise determined by bylaws.

Time:

- 2-5 hours per month, with greater time commitment surrounding events
- Alumni board meetings (monthly/quarterly/as scheduled)
- Committee meetings attendance (as needed)

Position Requirements:

- Alumni of Manor College
- Serve as a positive representative for the Alumni Association and Manor College

Preferred Skills and Experience:

- Strong communication and public speaking skills
- Project management/organization
- Exceptional interpersonal skills
- Task delegation
- Accounting/Finance background/skillset

Key Responsibilities:

1. Active participation in Alumni Association board meetings
 - a. Serve as financial manager of MCAA
 - i. Assist in preparation of budgets for events and programming
 - ii. Ensure timely payment of all bills incurred by the group
 - iii. Provide monthly financial updates at board meetings
 - iv. Prepare biannual financial reports
2. Oversee all messages of defining the brand of the MCAA
3. Supporting all events and community relations in the Manor Community
4. Offering full support and involvement to the other Alumni Board members
5. Support events and programs throughout the year