

Prairie View A&M Alumni Atlanta Metro Chapter Officers' Responsibilities and Tasks

1 – The President

- Is the leader and manager of the chapter
- Is the spokesperson for the chapter and is looked at to establish its' goals and priorities
- Must be familiar with the governing documents of the chapter, and is considered an authority on issues and procedures that are pertinent
- Is expected to see that the bylaws and constitution of the chapter are enforced
- Schedule and preside chapter meetings, be courteous and keep meetings on track
- Prepare agendas for the chapter and executive board meetings
- Create web presentation slides for chapter meetings
- Submit list of events and necessary documentation / Chapter reports to the National Alumni Association

2 – The Vice President

- Is the person to fill in for the president in their absence
- Must be familiar with the chapter's objectives, bylaws, and other governing documents
- Assists the president in performing tasks necessary to run the chapter
- Liaison between the various committees and the executive board
- Furnishes the committees with the necessary information to perform their duties

3 – The Treasurer

- Chief financial officer of the chapter
- Collects dues, writes checks, and oversees the chapters accounts
- Is responsible for making financial reports at chapter meetings, reconciling the accounts and preparing the financial statements and chapter books for fiscal year auditing
- Incumbent treasurer needs to insure that the books are audited prior to turning the records over to a new treasurer
- Submit membership list to secretary and membership chair
- Submit Annual budget to National Alumni Association
- Lead of fundraising initiatives and donation requests
- Send out tax / donation letters to donors

4 – The Secretary

- Chapter record keeper

- Responsible for general correspondences, sending out meeting notices (i.e. chapter emails)
- Take minutes or recordings at all chapter and board meetings
- Notify officers and committee members of their election or appointment
- Send out birthday emails to members
- Maintain and follow communications calendar messaging
- Check PV Website access to see if anybody has signed up
- Check the Mailbox downtown
- Upload recordings, minutes, and agenda's on the website
- Send the monthly newsletter
- Update membership list with prospective alumni information and add to mailchimp
- Update membership contact list and post it on the website

5 – The Historian

- Maintains the historical files of the chapter
- Keeps materials produced by the chapter throughout the year. For example, workshops, events, and etc...
- Documents chapter achievements throughout the year
- Inform the chapter about the history of the chapter as well as the University
- Lead on materials produced for the chapter such as flyers, brochures, business cards
- Set-up and maintain chapter scrapbook

6 – The Chaplain

- Shall coordinate and direct all religious activities of the Chapter
- Keep supply of appropriate sympathy cards and notes to be sent to members who are sick or bereaved or to families of deceased members

7 – The Parliamentarian

- Assuring that all meetings are conducted in accordance with parliamentary procedures
- Ensures that Robert's Rule of Order (revised edition) is used when applicable and in consistent with the Chapter By-Laws

8 – The Sergeant-At-Arms

- Maintaining order and shall ensure that all doors are locked during formal meetings
- Control the flow of traffic in and out of the meeting area

Non-Officer Roles

1 – Membership Chair

- Stay engaged with chapter members
- Actively recruit alumni and friends to the chapter
- Assign chapter members with IDs and mail out packets, letters, gifts, and cards.
- Obtain contact info and volunteer info for each new member
- Maintain membership list with payment information

2 – Scholarship and Student Recruitment Chair

- Host college fairs
- Ensure the chapter has all supplies from the recruitment office in the beginning of the year
- Work on possible advertising options for the scholarship
- Lead the scholarship committee for selection of candidates
- Submit completed recruitment forms to the recruitment office

3 – Communications Chair

- Monitor social media networking tools to ensure information is kept accurate and up to date
- Check comments, questions, and statuses on our social media platforms
 - Facebook
 - Twitter
 - LinkedIn
 - Instagram
- Relay information back to the Vice President / Executive board with information and insight
- Promote and offer marketing insight using the social media and email platform
- Send out text message alerts of events and announcements
- Lead the robocall platform for alerts of events and announcements
- Maintain and follow communications calendar messaging
- Update and maintain the chapter calendar with events, birthdays, and holidays

4 – Atlanta HBCU Alumni Alliance Representative

- Attend Monthly Meetings (Third Monday of each month)
- Serve as an liaison for Alliance events and Chapter events
- Submit activities to the Alliance so that they can include them into their announcements
- Serve as the spokesperson for the chapter during monthly meetings

5 – *SWAC Alliance Representative*

- Attend Monthly Meetings (TBA)
- Serve as an liaison for Alliance events and Chapter events
- Submit activities to the Alliance so that they can include them into their announcements
- Serve as the spokesperson for the chapter during monthly meetings

6 – *Social Chair and Events Lead Coordinator*

- Check Wufoo registration for events or activities
- Organize monthly or TBD social gatherings between all members
- Help assist and lead in the planning, budgeting, and creation of scholarship brunch at the end of the year
- Set up registrations and
- Contact secretary and communications chair to promote and advertise functions and events