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## Sacramento State Alumni Association Chapter Officer Job Description

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- Job Title:** Events Officer, Alumni Chapter
- General Duties:** Functions as the main chapter point of contact regarding all chapter events and sponsorship; Complete and submit the end of event report (with the assistance of the Vice President); Document of event attendance and submit record to the Alumni Chapters and Networks Officer; Coordinates with the Secretary/Treasurer to ensure responsible event spending; Works with the Chapter Board to select event sites, plan event timelines, marketing, etc.; Assists the Chapter President in completing the annual chapter strategic plan.
- Term of Office:** One-year commencing on July 1. Officers may be eligible to serve an additional consecutive one-year term upon agreement from the chapter board and Alumni Chapters and Networks Officer.
- Responsible to:** Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.
- Roles and Responsibilities of the Full Board**
1. Strategic Planning. Establish the goals, strategies and objectives to enable the Association to fulfill its mission
  2. Policy Administration. Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.
  3. Resource Development. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.
  4. Finance. Ensure that the financial affairs of the chapter are conducted on a responsible basis in accordance with established policies.

5. Community and Campus Relations. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

**Duties of each Board Member:**

1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.
  - Plan your schedule to attend regularly, be on time and stay until business is concluded.
  - Be prepared to discuss agenda items.
  - Contribute knowledge and expertise by expressing your point of view.
  - Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.
2. Be a financial supporter of the Association and/or your chapter by providing an annual gift of at least \$50.
3. Participate in Association events and programs (e.g. Scholarship Reception, Homecoming, Distinguished Alumni Awards).
4. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
5. Be informed about the Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni affiliation and engagement with chapters. Each member can affiliate with up to three alumni chapters with their complementary membership.

I accept the terms and responsibilities as outlined above. I understand that failure to do so may result in removal from office.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_