



Sacramento State Alumni Association Chapter Officer Job Description

Job Title:	Secretary/Treasurer, Alumni Chapter
General Duties:	Maintain chapter records and assist Chapter President in the preparation of any required reports; Take minutes/notes of all meetings and send them to the Alumni Chapters and Networks Officer within 72 hours of meeting completion; Review chapter financial records for accuracy with the assistance from the Alumni Chapters and Networks Officer; Coordinate with the Events Officer to maintain responsible spending when planning events; Compile history of chapter activity to pass onto the next Secretary/Treasurer (to include: financial statements, meeting minutes/notes, event history, sponsorship history, event contracts, etc.).
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, and with vote from affiliates.
Responsible to:	Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.
Roles and Responsibilities of the Full Board:	<ol style="list-style-type: none">1. <u>Strategic Planning</u>. Establish the goals, strategies and objectives to enable the Association to fulfill its mission2. <u>Policy Administration</u>. Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.3. <u>Resource Development</u>. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.4. <u>Finance</u>. Ensure that the financial affairs of the chapter are conducted on a responsible basis in accordance with established policies.5. <u>Community and Campus Relations</u>. 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:	<ol style="list-style-type: none">1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.<ol style="list-style-type: none">a. Plan your schedule to attend regularly, be on time and stay until business is concluded.b. Be prepared to discuss agenda items.c. Contribute knowledge and expertise by expressing your point of view.d. 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.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Chapter: _____