

ANN ARBOR AREA ALUMS (A4) GROUP

If interested in volunteering, please contact Heidi Wegmueller at: hwegmuel@umich.edu

OFFICERS & RESPONSIBILITIES

PRESIDENT

The President's responsibilities include but are not limited to the following:

- Supervising and coordinating the Group's activities
- Calling and presiding over regular and special meetings of the Board
- Serving as the principal liaison with U-M, AAUM (Alumni Association of the University of Michigan), and other organizations
- Appointing, with a majority vote of the Board, standing or ad hoc committees and committee chairpersons for the Group
- Serving, if interested, as a member of any standing or ad hoc committee, with the right to vote
- Maintaining the merchandise relationship with the M Den

VICE PRESIDENT

The Vice President's responsibilities include but are not limited to the following:

- Presiding over the Group's meetings in the absence of the President
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term
- Ensuring the Group's directors and officers adhere to term limits (2 years for all board members)
- Serving as a resource for the chairpersons of the following Group committees and participating in associated activities as needed: (group committees)

SECRETARY

The Secretary's responsibilities include but are not limited to the following:

- Giving written notice of Board meetings
- Taking attendance, taking and distributing meeting minutes, and tallying votes at regular and special Board meetings
- Maintaining minutes of meetings of the Board, its committees, and the Group's members

TREASURER

The Treasurer's responsibilities include but are not limited to the following:

- Receiving all funds paid to the Group
- Working with AAUM for bank account needs for the Group
- Disbursing money on properly authorized orders or invoices
- Appropriately investing any substantial balances of funds
- Preparing and presenting a Treasurer's Report on the status of the Group's operating funds and producing financial statements for the Group on a quarterly and fiscal year-end basis
- Assisting in preparation of event-based budgets and related record keeping
- Maintaining correct and complete books and records of account

COMMITTEES & RESPONSIBILITIES

The Group has two standing committees: (1) the Marketing & Communications Committee; and (2) the Programming Committee. Non-director members of the Group may be assigned to each of these committees in such numbers as considered appropriate by the committee chairperson(s) and the President.

The chairperson(s) for each committee shall be responsible for submitting financial goals, including budgets, in writing to the Treasurer throughout the year. The financial goals are to be reviewed and accepted as-is, accepted with modifications, or rejected by the Board.

MARKETING & COMMUNICATIONS CHAIRPERSON OR COMMITTEE MEMBER

The responsibilities of this committee shall include but not be limited to the following:

- Maintaining the Group's website, including drafting copy for it
- Maintaining the Group's social media accounts, including drafting copy for them and engaging with constituents
- Drafting and sending email listserv messages on at least a monthly basis (preferred bi-monthly) to the Group's members and other constituents
- Monitoring the Group's email inbox and responding to constituents within a reasonable time
- Submitting copy regarding upcoming events to AAUM's Event Calendar
- Coordinating the design and creation of physical marketing materials, as needed
- Assisting other Group committees with their promotional efforts
- Cooperating with AAUM's marketing and communications initiatives
- Proposing, coordinating, and executing the marketing, promotion, and communication strategies of the Group, including additional initiatives as agreed upon by the Board

PROGRAMMING CHAIRPERSON OR COMMITTEE MEMBER

The responsibilities of this committee shall include but not be limited to the following:

- Planning and coordinating Group events that align with AAUM's brand values, including establishing financial and operational objectives for such events
- Determining subcommittees and electing subcommittee chairs that best fulfill the annual programming goals of the Group
- Informing the Marketing & Communications Committee of all information on events and other matters of interest to Group members with sufficient time to market such events and matters
- Collecting feedback from event attendees and informing the Board of "lessons learned" from events
- Ensuring at least one Group board member attends each event planned by the committee