

University of Michigan Club of Northern New Jersey Club Officer, Director, and Committee Position Descriptions

Officer and Director Positions

Officers and Directors are expected to be current dues paying member of the Alumni Association of the University of Michigan.

Executive Committee/Officers

The Executive Committee is comprised of all officers of the UMNJ. The responsibilities of this Committee shall include but not be limited to the following:

- Set overall strategy for the UMNJ
- Lead efforts to revise Articles of Association and By-Laws as needed

President

The President's responsibilities include:

- Supervising and coordinating UMNJ activities
- Calling and presiding over regular and special meetings of the Board and the Executive Committee
- Ensuring the holding of the Annual Meeting as called for by club's Articles of Association
- Ensuring the completion of the UMNJ Annual Report for the AAUM
- Serving, if interested, as a member of any standing or ad hoc committee, with the right to vote
- Appointing, with a majority vote of the Board, standing or ad hoc committees for the UMNJ and their respective chairpersons
- Serving as principal liaison with the University, the Alumni Association and other organizations

Vice President

The Vice President's responsibilities include:

- Presiding over the UMNJ meetings in the absence of the President
- Chairing the Nominating Committee
- Ensuring that the term limits described in the UMNJ bylaws are adhered to by the Officers and Directors of the Board
- Serving as a resource for the Directors of the following committees: (1) Marketing and Communications, (2) Membership, and (3) Young Alumni and, participating in associated activities as needed
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term
- Completing the Annual Report for the AAUM with the assistance of the Secretary.

Secretary

The Secretary's responsibilities include:

- Giving notice of the UMNJ Board meetings

- Taking and distributing meeting minutes at Board and special meetings
- Maintaining a permanent record of all UMNJ proceedings
- Tallying votes from the Board and general membership
- Maintaining and circulating the current Articles of Association and Bylaws of the UMNJ
- Taking attendance at UMNJ Board meetings
- Assisting the Vice President in completing the Annual Report for the AAUM
- Serving as a resource for the Director of the Marketing and Communications committee

Treasurer

The Treasurer's responsibilities include:

- Receiving all funds paid to the UMNJ
- Disbursing money on properly authorized orders/invoices
- Maintaining the permanent record of all financial matters
- Preparing a Treasurer's Report on the status of the operating and scholarship funds for all meetings of the Board, including the Annual Meeting
- Preparing a final report for the prior fiscal year and submitting such report to the Board
- Transferring funds to the Office of Financial Aid of the University of Michigan
- Transferring records to the succeeding treasurer no later than the first Board meeting following the election.
- Assisting in preparation of event-based budgets and related record keeping
- Serving as a resource for the Director(s) of (1) Scholarship & Student Relations and (2) Programming

Immediate Past President

- Serving as a Director at Large, with all duties as stated under the Director at Large
- Serving on the executive committee
- Serving as a resource for the directors and officers

Directors of Standing Committees

Directors' responsibilities include:

- Serving as liaisons among the UMNJ leadership, the membership, and the community at large
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the UMNJ and in volunteer identification and recruitment
- Attending Board members on a regular basis (attending a minimum of 3 meetings per year)
- Attending club events on a regular basis (attending a minimum of 2 club events per year)
- Chair committee that he/she is director of including: Marketing & Communications, Membership, Programming, Scholarship & Student Relations, and Yong Alumni.
- Giving a committee report at board meetings.
- Submitting financial goals, including budgets, for the committee in writing to the Treasurer throughout each fiscal year.

DIRECTOR AT LARGE

Directors' responsibilities include:

- Serving as liaisons among the UMNJ leadership, the membership, and the community at large

- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the UMNJ and in volunteer identification and recruitment
- Attending Board members on a regular basis (attending a minimum of 3 meetings per year)
- Attending club events on a regular basis (attending a minimum of 2 club events per year)
- Contributing to the work of at least one standing or ad hoc committee.

Committee Descriptions

COMMITTEES

A. Marketing and Communications Committee

Members of this committee include the MAC Database Administrator, Website Administrator, and Contributing Editor. The responsibilities of the Marketing and Communications Committee include coordinating the communication and marketing strategies for the UMNJ and assisting other committees with creation and execution of flyers, postcards, and other mailers.

Michigan Alumni Connections (MAC) Database Administrator responsibilities include:

- Updating alumni information for the UMNJ on a regular basis
- Running queries to download alumni information
- Updating and maintaining the club's listserv

Website Administrator responsibilities **include:**

- Managing and updating the content of the website as requested by the Board and the Contributing Editor

Contributing Editor responsibilities include:

- Writing text for the UMNJ website, listserv messages and Regional e-TrueBlue
- Submitting UMNJ monthly submissions to Regional e-TrueBlue
- Submitting information for the AAUM website event calendar
- Writing text for and coordinating supplemental and other AAUM sponsored paper mailings

B. Membership Committee

The responsibilities of the Programming Committee include:

- Creating and executing strategies to welcome new graduates moving to the UMNJ area
- Planning, with the Programming Committee, an annual welcoming event each August or September for new alumni
- Creating and executing strategies to welcome relocating alumni to UMNJ area
- Creating strategies, with the Alumni Association, to market the value proposition of membership to current members
- Leading Board recruitment efforts to identify volunteers to serve on committees and to join the Board
- Insuring that at least one representative on the committee attends events that are planned by the programming committee
- Insuring that AAUM membership materials and volunteer sign-up sheets are available at UMNJ events

C. Nominating Committee

The responsibilities of the Nominating Committee include:

- Soliciting nominees for Officer and Director positions by canvassing current board members and collaborating with the Marketing and Communications Committee to develop a strategy to make opportunities for leadership known to the general membership
- Presenting a slate of nominees for Officer and Director positions to the Board of Directors

D. Programming Committee

The responsibilities of the Programming Committee include:

- Leading the UMNJ Programs Planning meeting, scheduled annually in December, where a diverse calendar of events for the calendar year (January 1-December 31) are identified
- Presenting the proposed calendar of events to the Board for approval at the January Board meeting
- Planning, arranging and coordinating events for the UMNJ
- Establishing financial and operational objectives for UMNJ events
- Determining subcommittees and elect subcommittee chairs that best fulfill the annual programming goals of the UMNJ
- Ensuring that the Marketing & Communications Committee is informed of all events with sufficient time to make sure members are notified of events and encouraged to attend
- Collecting informal feedback from event attendees and informing the Board of “lessons learned” from each event
- Insuring that at least one representative on the committee attends events that are planned by the committee

E. Scholarship & Student Relations Committee

The responsibilities of the Scholarship and Student Relations Committee include:

- Assisting in the recruiting of students for the University of Michigan
- Attending college nights at local high schools
- Recruiting volunteers for the Alumni Association’s adopt-a-school program
- Contacting high school guidance counselors within the UMNJ area
- Developing and coordinating a student send-off reception for newly admitted students, information sessions, and a “conversion” party for accepted students
- Disseminating scholarship information and materials to prospective UM students in the UMNJ area
- Awarding scholarships to students from the UMNJ area
- Serving as liaison to the UM Office of Financial Aid

F. Young Alumni Committee

The responsibilities of the Young Alumni Committee include:

- Advising the Board when necessary to amend the definition of “young alumni”, which is currently defined by year of graduation within the past ten years
- Serving as the single point of contact for initiating and responding to young alumni communications
- Assisting the Programming Committee in developing programs and events focused on engaging young alumni in UMNJ, including identifying young alumni to serve as volunteers for young alumni events and events involving local high school students