

Chapter Leadership Job Descriptions

These are just a sample of the most common offices and their responsibilities. This list is not meant to be exhaustive, but rather a guideline.

Information for all positions:

- Association bylaws require that every chapter leader (all members of a chapter's Board, Advisory Board, or its committees) is a current dues-paying member of Texas Exes.
- Since each chapter is unique - and since there are many successful forms of leadership structure - the following should be taken as guidelines.

President

- Determine the chapter's objectives for the year and work toward long-term goals.
- Supervise and coordinate the chapter's activities, assuming responsibility for the overall success of the chapter.
- Call and preside over all Board or chapter-wide meetings; try to attend all of the chapter's major committee or planning meetings and events.
- Delegate duties to committee chairs and/or Board members.
- Adhere to the bylaws of the chapter and of Texas Exes.
- Work closely with the president-elect to keep him/her informed of all aspects of the chapter's activities.
- Serve as the principal liaison with the Texas Exes, the University and other organizations as needed.
- Encourage Board members to attend the Chapter Leadership Conference.
- With the president-elect, oversee the formation of the nominating committee, who will choose the slate of officers to be voted on for the following year.
- Work with the President-elect to make sure that all required charter documents are turned in by the June 1st deadline.

President-Elect

- Assist the president in meeting the chapter's goals.
- Work on all chapter projects to familiarize yourself with the chapter you will be presiding over next year.
- Act as the presiding officer in the absence of the president.
- Responsible for sending in the officer list and signed charter agreement for your term to the Texas Exes Chapter Department by June 1st.
- With the president, oversee the formation of the nominating committee, who will choose the slate of officers to be voted on for the following year

Treasurer

- Develop annual budget and keep records of all financial transactions of the chapter.
- Collect and distribute chapter funds.
- Keep all invoices, receipts, scholarship payment records, etc. on file for at least three years.
- Work with event chairperson to keep track of event budget.
- Keep the rest of the Board informed of the chapter's financial status.

- Submit a year-end report on the chapter's financial status to the Chapter Director.

Membership/ Involvement Chairperson

- Has their email listed as the email contact on the Texas Exes "move to" notifications.
- Help to recruit and retain new members by developing programs or processes for pulling in new members and new volunteers.
- Make sure to have membership brochures and Texas Exes branded nametags at every event. These can be easily ordered through the Association.
- Follow up immediately on communication from people willing to help with chapter activities.
- Ensure that every chapter leader is a current member of The Texas Exes.
- Promote the value of membership at events. This can be through a member ticket price, a member-only door prize, etc.
- Ensure that address update forms are available at all events and meetings or direct them to the Texas Exes website. Share all updates with the Texas Exes

Secretary

- Keep current address information on officers/board members. Send changes to the Association.
- Take minutes at chapter and board meetings and send copy to officers and leaders once approved.
- Ask for up-date requests at every board meeting.
- Maintain the permanent record of all chapter proceedings.

Scholarship Chairperson

- Establish and oversee a scholarship committee to help distribute scholarship applications to local area high schools, to choose recipients and to notify award-winners.
- Set criteria for selecting the chapter's scholarship recipients and involve the entire committee in making the selections.
- Submit Scholarship Report Form and awardees' application - and work with chapter's Treasurer to include a check, if needed to make the awards - by June 1 annually.
- Ensure that every high school has up-to-date information from the UT Freshman Admissions office.
- Notify award-winners and applicants who will not receive awards.
- Work with the chapter to honor the recipients locally.
- Consider holding a "Student Send-Off" for all students from the area attending UT.

Texas Independence Day/Social Events Chairperson

- Organize the chapter's social events for the chapter year. Appoint and work with specific event chairs, when necessary.
- Plan for promotion and publicity as early as possible. Work with the Communications Chair in publicizing the event.
- Establish financial and operational objectives for the chapter events.
- Keep record of the events – vendors used, lessons learned, etc

UT Advocates for Higher Education Chairperson

- Sign up as a member of the UT Advocates for Higher Education network.
- Ensure that all legislative advocacy on behalf of UT is issue-oriented and completely non-partisan.
- Keep in touch with the Association's Public Policy Director so you are up to date on the important issues.
- Encourage others in your chapter to get involved as UT Advocates and sign up online - <http://www.texasexes.org/form/legislative.asp>.
- Attend UT's legislative day at the capitol and any other legislative events held by the Association if possible; send another delegate from the chapter's area if not possible.
- Remind chapter leaders to include an invitation to local legislators to appropriate chapter events.

Communications Chairperson (formerly the Marketing/PR Chair)

- Coordinate the communication and marketing strategies for the chapter.
- Work with the Social Events chair to ensure that chapter events are promoted in a timely, effective manner.
- Submit requests for broadcast emails or paper mailings to Texas Exes staff in a timely manner.
- Contact local media to get coverage of events.
- Consider setting up a chapter web site if not already in place and ensure that the web site is kept up to date -work with the chapter's committee chairpersons to maintain correct information.
- Consider setting up chapter presence on social media websites and help to maintain the information presented on these sites.

Texas Exes Business Network (TEBN) Chairperson

- Coordinate the chapter's TEBN events and other networking events.
- Plan activities/speakers that appeal to your chapter's community.
- Coordinate TEBN events and activities to maximize compatibility with and mutual reinforcement of other chapter activities.

Exes for Texas Chairperson

- Maintain communication with Alumni Volunteer Coordinator in the Office of Admissions
- Keep chapter updated on volunteer opportunities within the Exes for Texas program
- Educate yourself with materials provided by the Office of Admissions about the current UT admissions environment (changes very frequently)
- Develop a committee of interested alumni to help with Exes for Texas initiatives in the chapter area as needed
- Coordinate chapter volunteers for Exes for Texas programs, as needed

Care Chairperson

- Supervise and coordinate the chapter's Texas Exes Care About THE PROJECT Activity
- Serve as primary contact to the Texas Exes staff and the partnering organization in regards to Texas Exes Care about THE PROJECT

- Work with partnering organizations to plan service activities year-round that will engage Texas Exes and involve their local community.
- Plan for promotion and publicity the Texas Exes Care About THE PROJECT as early as possible. Work with the Communications Chair on publicizing the service activity. Take advantage of weekly chapter e-mails sent from Texas Exes and social media outlets.
- Delegate duties to volunteers, board members and committee members. Appoint team leaders when necessary.
- Keep record of the service activity and report to Texas Exes staff (regarding THE PROJECT)– submit project, partnering organization used, sign-in sheet for day of activity, number of participants, post-activity evaluations, post-activity report, lessons learned, etc.

Webmaster

- Manage and update the content of the website
- Work with Board members and Committee chairs to keep content current