

## 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 1<sup>st</sup> 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 1<sup>st</sup>.
- 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 Department.

#### *Membership/ Involvement Chairperson*

- Represents their Chapter as the Texas Exes “Move To” contact and replies to notifications of alumni moving to their Chapter area.
- Recruits and retains new members by developing programs or processes for pulling in new members and new volunteers.
- Arranges for membership brochures and Texas Exes branded nametags to be available at every event. These can be easily ordered through the Association.
- Follows up promptly on communications from anyone willing to help with chapter activities.
- Ensures that every chapter leader is a current member of The Texas Exes.
- Promotes the value of membership at events. This can be through a member ticket price, a member-only door prize, etc.
- Ensures that address update forms are available at all events and meetings or directs interested parties to the Texas Exes website. Shares all updates with the Texas Exes.

#### *Secretary*

- Keep current address information on officers/board members. Send changes to the staff.
- 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 in the fall to help recruit students to apply to UT, 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 May 15 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 Sendoff” 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 on 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*

- Serve as the primary liaison between the chapter and the Director of Advocacy, and is also the primary contact for UT Advocates within the chapter.
- Work in conjunction with the director of advocacy to expand and organizing the UT Advocates in each legislative district in the chapter area.
- Identify “top tier” UT Advocates in each legislative district within the chapter area.
- Notify chapter leaders about key events, meetings and initiatives taking place in the chapter area.
- Arrange opportunities for UT Advocates to build relationships with elected officials.
- Ensure elected officials are included in chapter events and other alumni activities.
- Actively engage the chapter with advocacy related messages in social media and other communications platforms, including email updates, calls to action, etc.

#### *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 website if not already in place and ensure that the website 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

#### *Community Service Chairperson*

- Supervise and coordinate the chapter’s Texas Exes Project Worldwide Activity in February

- Serve as primary contact to the Texas Exes staff and the partnering organization in regards to Texas Exes Project Worldwide
- 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 Project Worldwide 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