

## **Job Descriptions for Positions on the AATEIM Executive Committee**

### **President:**

The duties of the President shall include:

- (a) Provide overall leadership and direction to the Association;
- (b) Establish short- and long-term objectives and goals in conjunction with the Executive Committee;
- (c) Manage and coordinate all the Association's activities through the Executive Committee;
- (d) Attend regular and special meetings of the Association and Executive Committee meetings and preside at all meetings of the Association, and the Executive Committee;
- (e) Represent the Association at all SALCC and/or public functions requiring alumni representation when called upon to do so or designate a representative to act in this capacity;
- (f) Appoint all select committees to assist in managing the affairs of the Association;
- (g) Perform all other duties normally pertinent to the position of President;

### **Vice President:**

The duties of a Vice President (VP) shall include:

- (a) Perform the duties of President in the absence, unavailability, or resignation of the President;
- (b) Perform all other duties as assigned by the President and/or the Executive Committee;
- (c) Serve as chairperson of the fundraising committee, the nomination committee, and the finance committee;
- (d) Perform all other relevant activities assigned by the President and/or Executive Committee in the furtherance of the objectives of the Association.

### **Secretary:**

The duties of the Secretary shall include:

- (a) Manage all correspondence on behalf of the Association as necessary;
- (b) Keep and update a directory of all members of the Association including a record of the attendance at all meetings of the Association;
- (c) Assist the President to keep accurate records of decisions and proceedings of the Association;
- (d) Create and distribute minutes of each of the preceding Executive Committee and general meetings;
- (e) Keep detailed records of all activities of the Association.

### **Treasurer:**

The duties of the Treasurer shall include:

- (a) Manage all assets and funds of the Association;
- (b) Maintain a register of all members of the Association with up-to-date information on their financial standing and other relevant information;
- (c) Keep detailed records of all subscriptions, grants, loans, donations, in-kind and other funds and material resources of the Association;

- (d) Approve the purchase, lease or otherwise acquisition of any asset, building or land procured for and on behalf of the Association;
- (e) Approve all agreements, contracts and other such documents that may be necessary for the efficient operations of the Association;
- (f) Prepare and approve annual accounts and budgets and present an annual report at the annual general meetings;
- (g) Perform all other relevant activities assigned by the President and/or Executive Committee in the furtherance of the objectives of the Association.

**Public Relations Officer (PRO) or Communication Specialist:**

The duties of the PRO or Communication Specialist shall include:

- (a) Develop public relations strategies and campaigns on behalf of the Association;
- (b) Prepare press releases and other public relations articles on behalf of the Association and oversee the Association's website and any social media accounts;
- (c) Prepare keynote speeches and promotional materials to advance the objectives of the Association;
- (d) Assist the Association to build a positive relationship with its members as well as other stakeholders, media, and the public.