POSITION: President

DESCRIPTION: The President shall be the Chief Executive Officer of the Association, the Board of Directors, and the Executive Committee. With sanction of the Executive Committee, The President shall appoint committees not otherwise provided for, assign their duties, and be an ex-officio member of all committees except for the Board Development Committee.

The President shall have the right to call special meetings of the Association, the Board of Directors, and the Executive Committee, and shall preside at all meetings of the Association.

The President shall plan and direct the programs of the Association and shall serve as the Primary spokesperson for the Association.

TERM: Two-year term, with a maximum of two consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally bi-weekly.

PRIMARY DUTIES:

- Know and follow the mission of the University and of the Alumni Association
- Chair the Annual Alumni Association each year
- Chair the two Board of Directors meetings each year, one in fall and one in spring
- Chair the quarterly Executive Board meetings
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Participate in the Convocation and Commencement exercise, when necessary
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Assist the Board Development Committee and the Office of Alumni Relations in identifying future Association leadership
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
POSITION: President-Elect

DESCRIPTION: The President-Elect shall perform those duties as assigned by the President.

The President-Elect shall use her term to learn about the various programs of the Association and participate in long-range planning. In the absence of the President, the President-Elect shall preside at all meetings of the Association, the Board of Directors and the Executive Committee. In the event of the resignation, removal or death of the President, the President-Elect shall assume the duties of President throughout the unexpired term, as well as serve in his/her upcoming term.

TERM: Two-year term, consecutive with the President, with a maximum of two consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis.

PRIMARY DUTIES:

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Chair any of the above meetings in the absence of the President
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Participate in the Convocation and Commencement exercise, in the absence of the President
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Assist the Board Development Committee and the Office of Alumni Relations in identifying future Association leadership
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
- Fulfill the remaining term of the President in the event of resignation, removal, or death
POSITION: Vice President, Women’s College Alumnae Council

DESCRIPTION: The Vice Presidents shall perform those duties as assigned by the President, with specific oversight of the Council he/she represents.

As the leader of the Women’s College Alumnae Council, the Vice President is responsible for serving as the voice of The Women’s College on the Executive Committee. This person provides oversight of five committee co-chairs, all primary representatives of the mission and goals of the Women’s College.

TERM: Two-year term, consecutive with the President, with a maximum of two consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally monthly at minimum.

PRIMARY DUTIES:

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Provide oversight of five standing committee co-chairs (all Women’s College alumnae; committees are Scholarship & Awards, Reunion, Fundraising, Student Relations, and Regional Programs)
- Establish and maintain relationships with key deans, department chairs, and faculty of the Women’s College; keep Association members informed of Women’s College issues
- Serve as the primary spokesperson for Women’s College alumnae
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
**POSITION:** Vice President, Non-Traditional Alumni Council

**DESCRIPTION:** The Vice Presidents shall perform those duties as assigned by the President, with specific oversight of the Council he/she represents.

As the leader of the Non-Traditional Alumni Council, the Vice President is responsible for serving as the voice of Evening/Weekend and Online undergraduate and graduate programs on the Executive Committee. This person provides oversight of five committee co-chairs, all primary representatives of the mission and goals of non-traditional degree programs.

**TERM:** Two-year term, staggered from that of the President, with a maximum of two consecutive terms

**TIME:** Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally monthly at minimum.

**PRIMARY DUTIES:**

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Provide oversight of five standing committee co-chairs (all non-traditional alumni; committees are Scholarship & Awards, Reunion, Fundraising, Student Relations, and Regional Programs)
- Establish and maintain relationships with key deans, department chairs, and faculty of the Evening/Weekend and Online programs; keep Association members informed of issues within these degree programs
- Serve as the primary spokesperson for non-traditional undergraduate and graduate alumni
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
**POSITION:** Vice President, Academy & Early College Alumnae Council

**DESCRIPTION:** The Vice Presidents shall perform those duties as assigned by the President, with specific oversight of the Council he/she represents.

As the leader of the Academy & Early College Alumnae Council, the Vice President is responsible for serving as the voice of both the Academy and the Early College program on the Executive Committee. This person provides oversight of five committee co-chairs, all primary representatives of the mission and goals of the Academy and the Early College program.

**TERM:** Two-year term, staggered from that of the President, with a maximum of two consecutive terms

**TIME:** Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally monthly at minimum.

**PRIMARY DUTIES:**

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Provide oversight of five standing committee co-chairs (all Academy or Early College alumnai; committees are Scholarship & Awards, Reunion, Fundraising, Student Relations, and Regional Programs)
- Establish and maintain relationships with key deans, department chairs, and faculty of the Early College program; keep Association members informed of issues within the Early College
- Serve as the primary spokesperson for Academy and Early College alumnae
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
**POSITION:** Vice President, Board Development

**DESCRIPTION:** The VP of Board Development shall be appointed by the President and will chair the Board Development Committee (consisting of five total members, including the VP of Board Development).

The Board Development Committee shall be responsible for nominating alumni to serve as elected officers as outlined in the Bylaws.

**TERM:** Two-year term, staggered from that of the President, with a maximum of two consecutive terms

**TIME:** Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis.

**PRIMARY DUTIES:**

- Know and follow the mission of the University and of the Alumni Association
- Chair the Board Development Committee, which will identify potential Association leadership, ensure candidate qualifications, conduct interviews, and nominate at least one alumni candidate for each elected position
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Present the elected position nominations at the Annual meeting of the Alumni Association; properly notify Association members of nominations in accordance with the bylaws
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
POSİTİON: Treasurer

DÉSRIPTION: In conjunction with the Office of Alumni Relations, the Treasurer shall oversee the Association’s finances by preparing the annual budget for the Association, paying expenditures, and maintaining the custody of all funds and securities of the Association. The Treasurer shall give a financial report at the Annual Association, Board of Directors and Executive Committee meetings.

TERM: Two-year term, staggered from that of the President, with a maximum of two consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally monthly at minimum.

PRİMARİ DUTİES:

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Give a financial report at the Annual Association, Board of Directors, and Executive Committee meetings
- Work closely with the Office of Alumni Relations to understand the Association’s budget and make recommendations for future budgetary needs
- Attend Homecoming in the Fall and reunion Weekend in the Spring
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
POSITION: Secretary

DESCRIPTION: The Secretary shall keep an accurate record of the proceedings of all Association, Board of Directors and Executive Committee proceedings and shall maintain all records pertinent to the Association.

The Secretary shall also be responsible for sending advance notification of all meetings and assisting with correspondence of the Association as deemed appropriate.

TERM: Two-year term, consecutive with the President, with a maximum of two consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; quarterly Executive Committee meetings; interaction with the Office of Alumni Relations on an as needed basis, generally monthly at minimum.

PRIMARY DUTIES:

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, two Board of Directors meetings, and four Executive Committee meetings per year
- Record of the proceedings of all Association, Board of Directors and Executive Committee proceedings and shall maintain all records pertinent to the Association.
- Send advance notification of all meetings and assisting with correspondence of the Association as deemed appropriate
- Attend Homecoming in the Fall and Reunion Weekend in the Spring
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
POSITION: At-Large Delegate (3 positions)

DESCRIPTION: Members at large shall be appointed by the President and approved by the Board of Directors. At-Large delegates can be alumni of any Brenau degree programs. At-large delegates represent the general Association membership on issues of interest or concern, particularly those that arise outside of the standing committee structure.

TERM: One-year term, with a maximum of four consecutive terms

TIME: Alumni Association Annual Meeting; Board of Directors fall and spring meetings; interaction with the Office of Alumni Relations on an as needed basis.

PRIMARY DUTIES:

- Know and follow the mission of the University and of the Alumni Association
- Attend the Alumni Association Annual Meeting, and two Board of Directors meetings per year
- Conduct projects to further the goals of the organization or to develop services for the membership
- Listen to Association members and communicate their issues, needs, and interests to the Board of Directors
- Identify potential problems and opportunities; work effectively toward common goals as a team member; set objectives and develop action plans for selected and/or assigned projects.
- Attend as many Alumni Relations sponsored events as possible and encourage other alumni, parents, and friends to join you
- Set an example for the Alumni Association members by participating financially in the life of the University
- Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at meetings
COMMITTEE: GOLD (Graduates Of the Last Decade)

DESCRIPTION: The GOLD Committee shall be responsible for creating meaningful opportunities for Brenau’s young alumni base, which is defined as traditional-aged graduates of the last ten years. This committee may plan special outings, lead fundraising competitions, create incentives for young alumni participation campus-wide, encourage networking, and host social events which incorporate current students. This committee will work in close cooperation with the Student Ambassadors (formerly the Student-Alumnae Council).

TYPE: Standing

COMPOSITION:

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership
COMMITTEE: Board Development

DESCRIPTION: The Board Development Committee shall be responsible for nominating alumni to serve as elected officers as outlined in the Bylaws. The committee will identify potential Association leadership, ensure candidate qualifications, conduct interviews, and nominate at least one alumni candidate for each elected position. The committee will present the elected position nominations at the Annual meeting of the Alumni Association and will properly notify Association members of nominations in accordance with the bylaws.

TYPE: Standing

COMPOSITION:

- Vice President, Board Development – Chair
- 4 committee members, appointed by the President and approved by the Executive Committee
- Two year terms, staggered so that at least two members rotate off each year
COMMITTEE: Scholarship & Awards

DESCRIPTION: The Scholarship & Awards Committee shall be responsible for gathering nominations, administering, and awarding the five annual awards of the Alumni Association. This committee will also take an active role in the selection of student scholarship recipients of the three scholarships that originate in the Office of Alumni Relations.

TYPE: Standing

COMPOSITION:

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership
COMMITTEE: Reunion

DESCRIPTION: The Reunion Committee shall be responsible for planning and implementation of class reunions. This includes, but is not limited to, the already established Alumnae Reunion Weekend for Women’s College and Academy/Early College alumnae. This committee is also tasked with advancing the reunion structure of Non-Traditional alumni through Homecoming Weekend or other seasonal event.

TYPE: Standing

COMPOSITION:

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership
COMMITTEE: Fundraising

DESCRIPTION: The Fundraising Committee shall be responsible for fostering a culture of giving among Brenau alumni. This committee will interact with Brenau’s development office to keep abreast of the financial needs of the University and will work to find ways to communicate these needs to the Association membership, as well as engage Association members in pro-active giving opportunities.

TYPE: Standing

COMPOSITION:

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership
COMMITTEE: Student Relations

DESCRIPTION: The Student Relations Committee shall be responsible for serving as the primary liaison between Brenau students and alumni. This committee will seek ways to unite these two populations in mutually beneficial relationships, as well as bring greater attention to both the successes and the needs of the student body. The Student-Relations committee plays an integral part in the development and execution of Student-Alumni Councils on each regional campus.

TYPE: Standing

COMPOSITION:

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership
**COMMITTEE:** Regional Programs

**DESCRIPTION:** The Regional Programs Committee shall be responsible for planning and executing opportunities for alumni to connect within their own hometowns. This committee plans social, educational, networking, and other events in cities across the country where pockets of Brenau alumni have been identified. The Regional Programs Committee also works to strengthen the leadership of regional Brenau Alumni Nests.

**TYPE:** Standing

**COMPOSITION:**

- Three co-chairs (one representing each Council – Women’s College, Non-Traditional, and Academy/Early College alumni)
- Volunteer committee members from the general Association membership