

## CLUB BOARD STRUCTURE RECOMENDATIONS

Below are the recommended positions for a club's executive board. There should be at least one identifiable person responsible for each aspect of the club's activities. Some clubs have a small leadership corps, relying on a limited number of people to accomplish the club goals. In other clubs, many people are involved. Whenever possible, it is best to divide responsibility among many people to provide back-up, prevent burn-out, and to ensure succession planning.

All clubs should have a minimum of a President, Secretary/Treasurer, Vice President (president-elect), Communications Chair, Programming Chair, and Membership Chair.

It is recommended that officer terms are no longer than two years, and officers serve no more than two consecutive terms. It is also recommended that 50% of officers be elected in one year and the other 50% of officers be elected in another year to avoid having all new officers at one time. All officers are expected to make gifts to the annual fund during their tenures.

The following suggested job descriptions and duties can be used as guidelines. Clubs should think about their specific needs when identifying a full board slate.

### **President/Co-President\***

The Club President/Co-President has overall responsibility for the club and is the primary contact in the area for the Northwestern Alumni Association and alumni. The Club President/Co-President:

- Oversees responsibilities of all volunteers
- Facilitates the development of a strategic plan
- Schedules and conducts regular board meetings including an annual meeting to develop the calendar of club events for the upcoming year
- Delegates responsibilities, appoints committees, and schedules leadership meetings as needed
- Serves as a secondary signer on the club bank account
- Serves as the primary contact for inquiries from all alumni, parents, and friends, except where other board members have been identified to respond to specific issues, or in specific areas
- Serves as the primary liaison with the NAA
- Serves as a master of ceremonies at club events
- Plans for a well-suited successor to assure the continuation of a successful and effective club
- Completes (or delegates completion of) the club's Annual Report for the NAA
- Attends Leadership Symposium

*\*Co-Presidency is a great option for larger clubs. Please contact your staff liaison for additional details.*

### **Vice President (President-Elect)**

- Officiates in the president's absence
- Chairs committees or projects as identified by the president

- Manages bylaw review annually and revision biannually
- Becomes familiar with the duties of the president and long-range plan of the club
- Succeeds the president at the end of his/her term

### **Secretary/Treasurer**

- Keeps minutes of all meetings
- Advises the NAA Staff of changes to members of the club board
- Keeps all pertinent information related to the club to maintain a history of club activities
- Responsible for communicating to board members about upcoming meetings
- Maintains the club's checking account
- Pays all club bills
- Forwards address changes and other changes in member information to the membership chair and NAA for database updates

### **Programming Chair**

- Oversees the development and coordination of club events
- Manages online registration through the NAA's online suite of tools for all club events
- Delegates responsibilities for event management to club members
- Oversees program committees that are created for a program
- Communicates to board on program status during planning and post-event stages
- Deposits event payments in a timely manner

### **Membership Chair**

- Maintains current and accurate club membership records through the NAA's online suite of tools
- Collects and records dues or directs alumni to pay their dues online
- Develops ongoing recruitment process
- Ensures membership forms are at all club events

### **Communications Chair**

- Publicizes club events and meetings to general alumni and members in club's area through the NAA's online suite of tools
- Coordinates the production of the club newsletter
- Manages social media for the club

## **Additional Club Board Roles**

### **Recent Graduate Liaison**

- Has a focus on recent graduates (0-10 years out from undergrad)
- Organizes recent alumni programs in the name of the club
- Coordinates with the club President to recruit young alumni for leadership opportunities on the club board

### **Career/Networking Liaison**

- Leads the event planning committee for networking events
- Utilizes the NAA's online suite of tools and the alumni directory to analyze the industries of local alumni

- Determines the names of high profile alumni who are among their constituents
- Recruits alumni to join the Northwestern Network Mentorship Program
- Has a basic understanding of the alumni career services offered to all Northwestern alumni and directs people to appropriate staff resources

#### **Alumni Admissions Council (AAC) Director**

- Helps coordinate communication efforts between the club and the AAC
- Serves as liaison when planning New Student Receptions
- Welcomes new AAC members by phone or e-mail

#### **Professional School Liaisons**

- Helps coordinate communication efforts between the club and the school liaison
- Work together to identify joint ideas for programming
- Helps with calendaring of events to alleviate overlap
- Helps with communication efforts to alleviate overlap

#### **Committees**

Based on the size of the club and the number of interested alumni volunteers, clubs may want to form various operating committees. Forming committees is an excellent way to decrease the workload of board members and to develop future club leadership. The board can follow up on committee progress through committee reports. Examples of effective committees include: programming, membership/succession, scholarship, and community service.