

Jackson State University
Houston Area Alumni Chapter

Officer Eligibility

President

Requirements:

- A. Have been a financial member of an alumni chapter for minimum of three years.
- B. Have been a member of the Houston Area Chapter for a minimum of two years.
- C. Be currently serving or have previously served on the Board of the Houston Area Chapter or have served as President of another alumni chapter or is currently serving or have served as an elected officer of the National Alumni Association.

Expectations:

- A. Have a clear understanding of the chapter by-laws and the responsibilities of the various office bearers.
- B. Have overview knowledge of goal setting, goal monitoring, and budgeting.
- C. Know how to run effective meetings.
- D. Possess good oral and written communication skills.
- E. Be proficient in delegating.
- F. Practice participatory leadership.

First Vice President for Membership

Requirements:

- A. Have been a financial member of an alumni chapter for minimum of three years.
- B. Have been a member of the Houston Area Chapter for a minimum of two years.

- C. Be currently serving or have previously served on the Board or the Membership Committee of the Houston Area Chapter or on the Membership Committee of the National Alumni Association.

Expectations:

- A. Have a clear understanding of the chapter by-laws and the responsibilities of the various office bearers.
- B. Have overview knowledge of planning, budgeting, and promotion/ retention strategies.
- C. Be proficient in gathering, recording and analyzing data.
- D. Know how to run effective meetings.
- E. Possess good oral and written communication skills.

Second Vice President for Student Recruitment

Requirements:

- A. Have been a financial member of an alumni chapter for minimum of three years.
- B. Have been a member of the Houston Area Chapter for a minimum of two years.
- C. Be currently serving or have previously served on the Board or the Student Recruitment Committee of the Houston Area Chapter.

Expectations:

- A. Have a clear understanding of the chapter by-laws and the responsibilities of the various office bearers.
- B. Have overview knowledge of targeted high schools and recruitment strategies.
- C. Be proficient in gathering, recording and analyzing data.
- D. Know how to run effective meetings.
- E. Possess good oral and written communication skills.

The Recording and Correspondence Secretary

Requirements:

- A. Have been a member of the Houston Area Chapter for a minimum of one year.
- B. Be currently serving or have served as Recording or Correspondence Secretary of the Houston Area Chapter or another alumni chapter, the National Alumni Association, another organization or have relevant experience.

Expectations:

- A. Be proficient in recordkeeping
- B. Be details-oriented
- C. Possess good oral and written communication skills.

Financial Secretary

Requirements:

- A. Have been a member of the Houston Area Chapter for a minimum of one year.
- B. Be currently serving or have previously served as Financial Secretary or Treasurer of the Houston Area Chapter or another alumni chapter, the National Alumni Association, another organization or have a financial background/experience.

Expectation:

- Be proficient in financial recordkeeping

Treasurer

Requirements:

- A. Have been a financial member of an alumni chapter for minimum of one year.
- B. Be currently serving or have previously served as Treasurer of the Houston Area Chapter or another alumni chapter, the National Alumni Association, another organization or have a financial background/experience.

Expectations:

- A. Be proficient in budget development, monitoring, recordkeeping and reporting.
- B. Have mastery of a financial software solution.
- C. Have an understanding of the Development Foundation's policies on financial accounts.