

# ΑΣΦ

## ALPHA SIGMA PHI

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## ROLE OF THE ALUMNI ASSOCIATION TREASURER/SECRETARY

### OVERVIEW

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The Alumni Association officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee.

Should you have any questions about the role of this officer, please contact Fraternity Staff.

### RESPONSIBILITIES

- Meets once a semester with the Alumni Association
- Creates the annual and semesterly budget for the Alumni Association
- Manages all financial aspects of the Alumni Association
- Encourages alumni to donate to the chapter's endowment
- Raises money for the Alumni Association for the purpose of hosting events throughout the school year in association with the chapter
- Records all Alumni Association activities such as meetings, events, donations, etc. for the purpose of record keeping
- Submits event information and pictures to Fraternity Headquarters
- Gathers and organizes all alumni contact information including phone number(s), email address, mailing address, etc., with the assistance of Fraternity Headquarters and the undergraduate chapter
- Takes minutes during all Alumni Association meetings as well as taking roll of the members that attend
- Works with the Alumni Association President to support the chapter with endowment funds.