Affinity Group Leadership – Secretary & Fundraising Chair/Treasurer

SECRETARY RESPONSIBILITIES

• Lead co-ordination of correspondence and meeting notifications for the UM Black Alumni Society in conjunction with the UM Alumni Association.

• Manage social media accounts to keep membership informed.

• Maintain a permanent record of minutes for distribution to the Affinity Group Executive Board members.

• Maintain an annual calendar of Affinity Group Events for the fiscal year (June 1st to May 31st).

• Complete and submit required reporting forms to the UM alumni Association in a timely manner.

• Manage Affinity Group’s marketing and outreach efforts. *Please refer to the Marketing & Outreach Section for more information.

• Represent the University of Miami in a positive and professional manner.

FUNDRAISING CHAIR/TREASURER RESPONSIBILITIES

• Manage Affinity Group’s bank account (if applicable). *Please refer to the Financial Guidelines Section for more information.

• Manage all of Affinity Group’s Community’s financial transactions.

• Help to develop and maintain the Affinity Group’s budget for the fiscal year.

• Maintain an Annual Statement of Revenues and Expenses.

• Represent the University of Miami in a positive and professional manner.

• Spearhead fundraising efforts for the annual BAS scholarship.