

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.