

## Affinity Group Leadership – President

### PRESIDENT RESPONSIBILITIES

- Provide leadership and strategic direction for the Affinity Group.
- Serve as the primary liaison with the UM Alumni Association and University of Miami constituents, including alumni, parents, students, prospective students, and non-alumni supporters in the Affinity Group's geographic area.
- Represent University of Miami and UM Alumni Association strategic interests and help promote University programming initiatives in the Affinity Group's geographic area.
- Keep UM Alumni Association Regional Engagement Staff Liaison updated on a regular basis regarding Affinity Group matters and events.
- Convene, set agenda, and preside over all Affinity Group Executive Board meetings.
- Lead the Affinity Group's Executive Board efforts to develop an Annual Calendar of Affinity Group Events for the fiscal year (June 1st to May 31st). *\*Please refer to the 'Canes Community Group Events – Event Planning & Logistics Section for more information.*
- Ensure that the Affinity Group submits required reporting forms to the UM Alumni Association in a timely manner. *\*Please refer to the 'Canes Community Reporting Requirements Section for more information.*
- Ensure that the Affinity Group is in compliance with the UM Alumni Association Constitution & Bylaws, and Affinity Group Best Practices.
- Plan in conjunction with the Affinity Group's Executive Board and UM Alumni Association for a successor, upon completion of term, to ensure the continuation of a successful and effective Affinity Group. *\*Please refer to the 'Canes Community Leadership – Leadership Succession Section for more information.*
- Participate in all scheduled Affiliate Group Leader Meetings and Conference Calls, organized by the UM Alumni Association.
- Attend the annual UM Alumni Association Board of Directors & Alumni Council Joint Meeting.
- Make an annual stretch gift to the University of Miami during the fiscal year (June 1st to May 31st). *\*Please refer to the 'Canes Community Information Section for more information.*
- Represent the University of Miami in a positive and professional manner.