Executive Board Responsibilities

IMMEDIATE PAST PRESIDENT – Ex-Officio

• Serves as an advisor to the President and other leaders of the Executive Board.
• Provides continuity and context to the President on Society activities.
• Assists the President in providing leadership and strategic direction for the Black Alumni Society.
• Philanthropically supports the University of Miami.
• Represents the University of Miami positively and professionally.
• Preside at all meetings of the BAS Executive Board.
• Represent the BAS at University functions.
• Appoint committee chairs, with the approval of the Executive Board.
• Fill officer vacancies as needed.
• Serve as a liaison for other affinity and affiliate groups.
• Assign duties to other officers.
• Participates in all scheduled Affiliate Group Leader meetings and conference calls organized by the UM Alumni Association and attends the annual UM Alumni Association Board of Directors & Alumni Council Joint Meeting.
• Philanthropically supports the University of Miami.
• Represents the University of Miami positively and professionally.
• Perform other duties and exercise powers as appropriate to the office.
VICE PRESIDENT

• Assist the President in the performance of presidential duties.
• Act as a liaison with the affiliate groups as assigned by the President.
• Lead Canes Communities liaisons.
• Assume the responsibilities of committee chairs until the vacancy is filled.
• Philanthropically supports the University of Miami.
• Represents the University of Miami positively and professionally.
• Perform other duties as assigned by the President.
PRESIDENT-ELECT

• Render assistance and cooperation to the President and become familiar with all policies, procedures, and activities of the BAS.
• Perform the duties of the President in the President’s absence.
• Serve as President in the event of the elected President’s resignation or inability to complete the term and then serve the term for which he/she was elected.
• Philanthropically supports the University of Miami.
• Represents the University of Miami positively and professionally.
• Perform other duties as assigned by the President.
SECRETARY

- Schedule meetings and maintain agendas and meeting minutes
- Work in coordination with a Communications Chair as determined by the Executive Board.
- Philanthropically supports the University of Miami.
- Represents the University of Miami positively and professionally, serving as a key liaison.
- Perform other duties as assigned by the President.
FUNDRAISING CHAIR/TREASURER

• Lead fundraising efforts on behalf of the BAS.

• Preside over fundraising and scholarship committees.

• Philanthropically supports the University of Miami.

• Represents the University of Miami positively and professionally.

• Perform other duties as assigned by the President.
EXECUTIVE AT-LARGE

- Lead Special Committees as determined by the Executive Board.
- Perform other duties as assigned by the President.
- Preside over fundraising and scholarship committees.
- Philanthropically supports the University of Miami.
- Represents the University of Miami positively and professionally.
- Perform other duties as assigned by the President.