



'Canes Community Leadership – President

PRESIDENT RESPONSIBILITIES

- Provide leadership and strategic direction for the 'Canes Community.
- 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 'Canes Community's geographic area.
- Represent University of Miami and UM Alumni Association strategic interests and help promote University programming initiatives in the 'Canes Community's geographic area.
- Keep UM Alumni Association Regional Engagement Staff Liaison updated on a regular basis regarding 'Canes Community matters and events.
- Convene, set agenda, and preside over all 'Canes Community Executive Board meetings.
- Lead the 'Canes Community's Executive Board efforts to develop an Annual Calendar of 'Canes Community Events for the fiscal year (June 1st to May 31st). **Please refer to the ['Canes Community Events – Event Planning & Logistics Section](#) for more information.*
- Ensure that the 'Canes Community 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 'Canes Community is in compliance with the UM Alumni Association Constitution & Bylaws, and 'Canes Community Best Practices.
- Plan in conjunction with the 'Canes Community's Executive Board and UM Alumni Association for a successor, upon completion of term, to ensure the continuation of a successful and effective 'Canes Community. **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 [Annual Giving Information Section](#) for more information.*
- Represent the University of Miami in a positive and professional manner.