GDS Alumni Board Job Descriptions

**President**
*One year term, followed by one year as Past President*
- Presides at all meetings of the Board
- Works with the Alumni Director to carry out the objectives and purposes of the Alumni Association
- Works with Alumni Director to set agendas and priorities for meetings
- Attends all functions of the Alumni Association
- Communicates on a regular basis with members of Alumni Board to ensure that they are completing work on schedule
- Attends committee meetings whenever possible

**President-Elect**
*One year term, followed by term as President*
- Succeeds the President at the completion of a one year term
- Presides at all meetings in the absence of the President
- Assumes any other duties of the President in the event of his or her inability to serve
- Oversees alumni annual fund process

**Secretary**
*One year term*
- Communicates with board about meetings
- Attends all meetings and records all minutes of board meetings and executive committee meetings

**Member**
*Three year term*
- Attends monthly board meetings and alumni events throughout the year
- Assists in recruiting friends/classmates to attend and support alumni activities
- Shows leadership by giving to the annual fund and helping to solicit friends and classmates to share in supporting the school
- Chairs and/or serves on committees for alumni events

**Class Agent**
*3 year term*
- Maintains strong awareness of alumni and current school activities by periodically visiting the school and staying in close communication with the alumni office
- Serves as liaison between classmates and school
- Participates in alumni activities and encourages classmates to join in
- Keeps the school informed of address and employment changes, as well as other news from classmates
- Promotes the importance of alumni giving by making a gift to the annual fund and soliciting others in their class to do so
- Helps locate lost alumni
- Plans class reunions