

# **BAS BOARD ROLES AND RESPONSIBILITIES**

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## **Officers**

### **President**

- Sets the vision within the realm of the overall Society mission as established by the BAS Bylaws
- Presides over all BAS Executive Board meetings
- Attends Alumni Association events per availability as requested
- Ensures effective communication between the Society members, Alumni Association, NCSU Administration and current African-American students
- Serves as liaison between BAS and the Alumni Association
- Appoint committee chairs as needed
- General supervision over all affairs of the organization
- He/she shall perform such other duties as are incidental to the office

### **Vice President**

- Support the President as he/she presides over the direction of BAS
- Serves as the first alternate to preside over BAS meetings in the absence of the President
- Serves as liaison between BAS and the Alumni Association in the absence of the President
- Represents the Black Alumni Society at University functions in the absence of the President
- Serve as President in the event of the President's resignation or incapacitation

### **Treasurer**

- The chief financial officer
- Maintains and reports financial records of the organization
- Maintain a consistent working relationship with the Alumni Association Director of Business and Financial Services who is the primary custodian of the financial transactions related to the Alumni Association
- In the absence of the President and Vice President, the Treasurer presides over BAS meetings
- shall see that full and accurate accounts of and disbursements are kept in the books of BAS
- Ensure that all monies and other valuable properties are deposited in the name and to the credit of BAS

### **Secretary**

- Maintain all books and records
- Perform duties as may be assigned by the Executive Board

## **COMMITTEES**

### Social Programs

- Plans and implements all social programs for the overall Society, following the mission as established by the BAS Bylaws
- Serves as an ambassador to other student groups and/or committees as needed

### Student Development

- Develops programs to further educate and assist the current African-American students at NC State University, for example, budgeting, study skills, time management, networking, etc.
- Coordinates the alumni mentor, student mentee relationship
- Responsible for fostering among undergraduate and graduate students a positive regard for one another and a continuing attachment to their alma mater
- Support student programs, educational and cultural activities

### Communications

- Responsible for solicitation of information from alumni and students for the BAS newsletter
- Edit newsletter
- Coordinate distribution of information regarding BAS
- Maintain the organization website and other communication outlets, such as Facebook.
- Update addresses
- Make contacts in other regions regarding alumni and student issues
- Publish the schedules for recruiting and on campus involvement with perspective students and parents

### Scholarship

- Responsible for the selection of BAS scholarship recipients
- Oversee and report on the administration and management of BAS endowments and scholarships with the Alumni Association and University Advancement
- Develop fundraising initiatives to increase resources to BAS

### Membership

- Responsible for creating attractive opportunities for interested alumni to actively support participate in the Black Alumni Society
- Controls collecting of information for individuals that are show new interest and provides information about the qualifications of being a member in the Society

### Chapter Presidents

- Comprised of the presidents of all of the BAS Chapters in an effort to share ideas around programming, encouraging local participation, and assisting with the formation of new chapters

**All Board Members are Required to:**

- Be active Alumni Association Members
- Abide by confidentiality as circumstances warrant. The deliberations that occur at meetings must be held in confidence, so that all participants may feel comfortable in the free expression of opinion and the full discussion of all items of business.
- Be familiar with the chapter programming schedule
- Follow the policies and procedures adopted in the chapter bylaws
- Attend the annual Black Alumni Reunion and Conference
- Submit status reports
- Attend Executive Board, General Body meetings and task force committee meetings as designated by the President or any chair of a committee
- Prepare for Board, Committee or Task Force meetings by reading and understanding the minutes of the previous meetings(s), as well as agenda and materials distributed for prior review
- Chair or serve on one or more committee(s) or task force(s)
- Fulfill commitments within agree upon deadlines
- Serve as advocates for alumni and students

**All Board Members are Encouraged to:**

- Contribute to newsletter articles
- Attend BAS-related events, such as Homecoming, programs, etc.
- Bring non-BAS events and opportunities to the Board's attention to be incorporate in any planning
- Assist Board members in additional roles in special circumstances