



## AUBURN CLUB STRUCTURE – OFFICERS & COMMITTEES

**President** - The president shall preside at all meetings at which he/she is present; shall exercise general supervision over the affairs and activities of the club; shall appoint standing and special committees and shall serve as member ex-officio of all standing committees. The president serves as the primary club contact with the Office of Alumni Affairs and is responsible for assisting the secretary in submitting required reports. The president must be a member of the Auburn Alumni Association and commit to two years of service as president of the club.

**Vice President** - The vice president shall assume the duties of the President during his/her absence. He/she will also serve as a member ex-officio of all standing committees. Serving as president elect preparing to move into the president role following the two-year rotation. The vice president must be a member of the Auburn Alumni Association.

**Secretary** - The secretary shall keep the minutes of all meetings of the club to be an accurate and official record of all business transacted. The secretary shall also work closely with the Office of Alumni Affairs in keeping an accurate and up-to-date list of Auburn alumni in the area. The secretary shall assist the president with all reporting to the Office of Alumni Affairs (meeting recap reports year end reports, club award nominations etc.) The secretary must be a member of the Auburn Alumni Association.

**Treasurer** - The treasurer shall receive all club funds, keep them in a bank or repository selected or approved by the club and pay only receipted funds in accordance with actions of the executive committee or the club as a whole. Another officer, in addition to the treasurer, shall be required to sign all checks. The treasurer will provide written reports of the club income and expenses at each club board meeting and once a year at a regular meeting of the club. The treasurer must be a member of the Auburn Alumni Association.

### Auburn Club Committees

In the development of an Auburn Club, the club leadership may wish to establish the following committees:

**Planning Committee** - This committee completes the arrangements whenever a program is desired for a club activity. If a program from the campus is planned, arrangements should be coordinated through the Office of Alumni Affairs. The potential campus speaker may not be contacted directly by the club.

The chairperson should inform all other committees of the details of an activity or program, so they can answer any questions club members may have.

**Publicity Committee** - The chairperson of this committee should be someone who enjoys or is involved in communications related work. Specific responsibilities may include:

- Arranging for publicity prior to and following club activities.
- Notifying local newspapers to run a short notice at least two (2) days prior to and after the meeting.
- Contacting local radio and television stations for public service announcements advertising the upcoming meeting.
- Requesting local press or appropriate news media cover the club function.

- Setting up interviews with the speakers for local newspapers, radio and television stations.
- Working closely with the telephone committee. This committee is vital to the program's success.
- Working closely with the planning committee, such as, in sending of special invitations to dignitaries – for example, a member of the Board of Trustees of Auburn University who resides in the area.
- Arranging for photographs of officers and speakers after the meeting. Such pictures, along with proper identification, should be sent to the local newspapers and to the Office of Alumni Affairs for possible use in Auburn Magazine and the Auburn Alumni Association website.

**Membership Committee** - This committee should explore ways of increasing Auburn Alumni Association membership, educating the club on Membership Unity, and should periodically conduct membership campaigns.

The funds that are generated from increased alumni association membership are vital to the club and to the alumni association. As the Auburn Alumni Association grows, the ability to better serve the club network is enhanced.

**Nominating Committee** - The nominating committee for the selection of club officers should be appointed by the executive committee (president, vice-president, secretary, and treasurer).

It is the responsibility of the nominating committee to explain to all candidates the responsibility of the office for which they are being considered and to receive a commitment from those individuals that, if elected, they will serve.

The nominating committee should report to the club president who should then, at a regularly called meeting, place the nominees before the club membership, before calling for a formal vote, and open the floor for any additional nominations.

**Scholarship Committee** - One of the most vital concerns of an Auburn Club is the support of academic programs at Auburn University. Club members are extremely interested in maintaining academic excellence and in learning how the club can support the University and/or Auburn students. All efforts, on behalf of the club, to achieve this end should be coordinated by the academic committee through the Office of Alumni Affairs. There are several academically related activities that an Auburn Club may consider, such as:

- Establishing scholarships. Please refer to the "Scholarship & Endowments" section in this manual.
- Informing local high school students, teachers, officials, and others of the educational opportunities offered within the framework of the total academic community at Auburn University.
- Conducting "Career Days" in the local community under the aid and direction of the Auburn Office of Enrollment Management. Please refer to the "Admissions" section in this manual.
- Encouraging contributions to Auburn University. It should be underscored at this point that an Auburn Club is not a fundraising arm of the University and should not actively solicit funds at a club meeting or elsewhere without direction from the Office of Alumni Affairs.

**Young Alumni Committee** - The Auburn Alumni Association understands the importance of educating recent graduates on the goals, purpose, programs, and services of the Auburn Club program and teaching the importance of a philanthropic spirit amongst Auburn alumni. It keeps young alumni informed on Auburn Alumni Association services and ways to get involved with Auburn. Your local Auburn club also serves as a source of information on current events involving Auburn and relevant topics for young alumni.