

Executive Secretary / President Elect
Job Description

Primary Responsibilities:

Executive Secretary/President Elect

- A) Assumes the duties of the President in his/her absence.
- B) Performs duties of Secretary and Treasurer of The Association.
 - i) Takes minutes of all general meetings of The Association and the Board of Directors. Provides to the Board of Directors within 10 days of such meetings a written copy of the Minutes.
 - ii) Maintains necessary correspondence between The Association and the general membership.
 - iii) Maintains all financial records of The Association and presents a written financial report at all meetings of the Board of Directors. Collects annual dues and deposits them in The Association's operating account. Provides an itemized ledger balance report to the Board of Directors prior to all meetings of the Board.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Obtain financial statement from Fargo office.
- Write Article for the Aurora describing the financial performance of The Association.
- Project Budget for the year.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

December:

- Obtain financial statement from Fargo office.
- Write Article for the Aurora describing the financial performance of The Association
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

March:

- Obtain financial statement from Fargo office.
- Write Article for the Aurora describing the financial performance of The Association
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

July Pre-Meeting:

- Obtain financial statement from Fargo office.
- Prepare an itemized ledger of income and expenses and present it at the annual meeting.
- Take notes at the annual meeting and distribute within 10 days.
- Prepare list of Committee Chairman for upcoming year and contact each person to confirm interest and acceptance. Present the list for approval during the annual meeting.
- Prepare a recommendation for upcoming year dues. Present recommendation for approval during the annual meeting.
- Present Report during annual meeting.

Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next Executive Secretary / President Elect.
- Build Goals for upcoming year as President