

Culinary Institute Lenotre Alumni Association Board

OFFICERS

The officers shall consist of a President, Vice President, Secretary and Treasurer. The officers shall be responsible for all administrative duties of the Alumni Association. The elected officers shall form the Executive Committee. All appointed officers should be a member of the CIL Alumni Association. All officers shall ensure strong leadership succession by identifying and recruiting new association volunteers and providing mentorship to new and incoming officers.

Section 2: President

The President shall have the power to establish and maintain operational procedures of the association, call meetings, and answer for all actions of the other officers. The President shall be able to vote in all decisions affecting the CIL Alumni Association. The President shall provide leadership and direction to the association's organization; Understand and adheres to the Culinary Institute Lenotre Operating Guidelines; Presides at meetings of the association and oversees the activities of the executive committee and board of directors; coordinates association activities through the executive committee; Establishes short and long-range objectives and goals in conjunction with the executive committee; Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;

Section 3: Vice President

The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President. Plans, coordinates, and recruits committees to manage a series of meetings and programs; Coordinates programs with the president and the executive committee and provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters

Section 4: Secretary

The Secretary shall keep accurate and detailed records of all meetings and affairs, send/transmit all official association correspondence, and will coordinate the preparation and distribution of association flyers, handouts, and publications. The Secretary also informs officers of deadlines for reports, mailings, and future commitments; Maintains a roster of officers with current addresses, including email, and telephone information; Maintains complete and up to date copies of the club's bylaws and other organizational documents

Section 5: Treasurer

The Treasurer shall receive and distribute association funds upon the authorization of the Executive Committee, in accordance with the financial rules and regulations of the laws of the State of Texas. The Treasurer also oversees association finances, collects dues, and receives other monies, e.g. proceeds from tickets; Assists the president and other officers in preparing program budgets and financial controls; Maintains and supervises club bank accounts; Ensures that there is more than one signatory on all bank accounts; Files IRS Form 990 (for organizations exempt from income tax) as necessary, and appropriate state forms to comply with fundraising

statutes; Sends copies of completed tax forms to the Communities Team Ensures that adequate budget and financial controls are maintained; Prepares and submits financial statements to the president and the executive committee on a regular basis, i.e. all board meetings or at minimum quarterly; Pays all club bills on time and shall plan and develop a fundraising action plan for the club; Identify and suggest fundraising opportunities; Provide monthly updates to the committee regarding fundraising duties and events.