

## **Proposed Organizational Structure for Formal Associations:**

Whether an association is newly forming or already established, it is important that the association has strong leadership. In an effort to continue the association's growth and vitality, it is suggested that there be a continual process of renewal among the leadership. It is recommended that there be set terms of office for every association officer and job descriptions spelling out duties and expectations.

The number of committee members and elected officers will vary depending on the size and needs of the association's membership. The Office of International Alumni Programs suggests an organizational structure with some or all of the following roles:

### **Patron**

Some associations find it useful to have a senior alumna/us or friend who can lend name and status to the organization, as well as contacts. This person usually does not attend committee meetings.

### **President**

Duties might include:

- Presiding at all meetings of the association and committee.
- Representing the association in its dealings with other organizations or people outside the association.
- Serving as the association's liaison with the Office of International Alumni Programs and the University.

### **Vice-President**

Duties might include:

- Performing the duties of President in his or her absence and assisting as needed.
- The committee may wish to consider designating this post later as President.

### **Secretary**

Duties might include:

- Responsibility for all correspondence and recording of minutes of meetings, communicating them to each committee member and to the Office of International Alumni Programs.
- Preparing agendas for meetings in consultation with the President.
- Ensuring that notices of meetings are sent to association members as required.

### **Treasurer**

Duties might include:

- Responsibility for the finances of the association, for maintaining accurate records and for preparing an annual statement of the association's accounts.
- Setting up systems to deal with the association's finances.
- Overseeing annual membership subscriptions if applicable in conjunction with the Membership Secretary.

### **Membership Secretary**

Duties might include:

- Maintaining records of association members and liaising with the Office of International Alumni Programs for data exchange.
- Devising and implementing strategies for increasing membership and participation.

### **Events Organizer**

Duties might include:

- Suggesting possible activities and events to the committee, investigating costs and venues.
- Responsibility for event planning and coordination.

### **Communications Officer**

Duties might include:

- Writing and editing the association's newsletter and/or other means of communicating with the membership.
- Placing association and Boston University press releases in local media.
- Making use of other available communication channels (e.g. links with Alumni website).

### **Age Groups**

Where possible, a mix of age groups is advisable so that senior alumni can provide the contacts and status needed, while younger member apply their enthusiasm and energy to organizing the association's activities.