



## **EXECUTIVE LEADERSHIP ROLES/RESPONSIBILITIES & REQUIRED SKILL SETS**

The general roles and responsibilities of members of the Howard University Alumni Association (HUA A) Executive Committee are to actively support the mission of the association – engaging, connecting, and celebrating alumni and friends of Howard University. The Department of Alumni Relations (DAR) manages day-to-day alumni programming and represents former students and friends as part of the University’s decision-making processes. It is the role of the HUA A Executive Committee to provide guidance and input to the DAR and other University officials with respect to how alumni involvement may be increased and their collective talents and resources leveraged.

Members of the HUA A Executive Committee are elected for a term of two years. Only current financial members are eligible to nominate and/or be nominated to run for election and serve in HUA A Executive Committee roles. Individuals nominated for Executive Committee offices must be graduates of Howard University who have been actively involved in HUA A and have supported alumni programs in a variety of forms. Once elected, Executive Committee members are expected to sustain or increase their commitment to such initiatives.

These initiatives and programs include, but are not limited to the following:

- ✓ HUA A Club-level Participation
- ✓ Commencement, Homecoming & Reunion Participation
- ✓ Participation in University Recruitment/Admissions Activities
- ✓ Promotion of Alumni Education & Travel Programs
- ✓ Assistance with University Development Efforts
- ✓ Promotion of Howard University Center for Career Services Programs

The specific roles/responsibilities and required skill sets for each HUA A executive leadership office are outlined below.

<u><b>ELECTED OFFICE</b></u>	<u><b>ROLES/RESPONSIBILITIES</b></u>	<u><b>REQUIRED SKILLS</b></u>
<b>PRESIDENT</b>	<ul style="list-style-type: none"> <li>• Serves as the Chief Administrator and manager of HUAA. Presiding at all meetings of the Alumni Council, HUAA Executive Committee, and Officers Committee;</li> <li>• In cooperation and coordination with the HUAA VP for Finance, provides financial oversight of HUAA business affairs to ensure that all aspects of Association/Club finances and contractual agreements meet and are in-line with HUAA protocols /procedures, rules and regulations;</li> <li>• Serves as Vice Chair of the Alumni Board and ex-officio voting member of all committees except the Nominating Committee;</li> <li>• Serves as an Official Howard University Ambassador and represents HUAA and the University at public events, including annual Homecoming, Charter Day and Commencement activities, Regional Campaign events, and other events as necessary;</li> <li>• Drafts, edits, and publishes the monthly on-line HUAA Newsletter and takes an active role in promoting HUAA’s activities to the University community by sharing University news, achievements, and information;</li> <li>• Serves as HUAA’s Executive link to the University’s Department of Alumni Relations (DAR). Works with the Director of the DAR and Vice President for Development &amp; Alumni Relations to ensure HUAA programs align with the University’s goals and ensures that HUAA’s reporting on Membership, Financials, and other areas of Association management are accurately provided to the DAR and University in a timely fashion;</li> <li>• Performs other duties as may, from time to time, be assigned by the Alumni Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University;</li> <li>• Ability to have and articulate a clear vision for HUAA and how it can best operate for the benefit of alumni and the University;</li> <li>• Innate ability to be professionally savvy and exercise diplomacy and confidentiality when conducting HUAA and/or University business;</li> <li>• Knowledge of HUAA’s organizational structure and how HUAA works with and on behalf of the University;</li> <li>• Solid understanding of the administrative processes of Howard University, the Department of Alumni Relations (DAR), and how HUAA works with the DAR to align its program’s and objectives with the University’s goals for alumni engagement and participation;</li> <li>• Ability to possess an understanding and become familiar with the HUAA Constitution and the Bylaws;</li> <li>• Basic knowledge of general facts about Howard University, its students, administration, schools and colleges, financial structure, and knowledge of information pertaining to University recruitment and admissions;</li> <li>• Knowledge and skills in the areas of marketing, public relations, and fundraising;</li> <li>• Ability to read and interpret financial reports and use financial software, including Excel.</li> <li>• Strong leadership, strategic planning, program development, and organizational skills;</li> <li>• Strong oral, written, human relations and team building skills;</li> <li>• Ability to travel for meetings and events to serve as a represent of the University and/or HUAA;</li> <li>• Solid Computer skills (MS Office, PowerPoint and Publisher).</li> </ul>
<b>VICE PRESIDENT FOR ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Assists with the administration and management of HUAA;</li> <li>• Oversee the annual reporting process required by HUAA Constituents;</li> <li>• Performs other duties as may be assigned by the Alumni Council or by the President;</li> <li>• In case of the absence or disability of the President, performs the duties of that office;</li> <li>• Offers feedback, as required, on proposed revisions to existing by-laws, policies, programs and practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University</li> <li>• Familiarity and/or the ability to become familiar with the administrative processes and roles within the University;</li> <li>• Familiarity and/or the ability to become familiar with the HUAA Constitution and the Bylaws;</li> <li>• Strong inter-personal skills;</li> <li>• Strong oral, written, organizational and human relations skills;</li> <li>• Ability to identify areas for HUAA program improvement;</li> <li>• Solid computer/word processing skills.</li> </ul>

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<b>VICE PRESIDENT FOR MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>• Develops and implements an annual plan to increase the membership of HUAA and its Constituent Units; and Performs other duties as assigned by the Alumni Council or by the President;</li> <li>• Recruits new members to HUAA and as volunteers to assist with specific alumni projects;</li> <li>• Promotes HUAA affinity programs and services to alumni.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University;</li> <li>• Familiarity and/or the ability to become familiar with the administrative processes and roles within the University;</li> <li>• Familiarity and/or the ability to become familiar with the HUAA Constitution and the Bylaws;</li> <li>• Solid strategic planning, program development and planning</li> <li>• Strong organizational and marketing skills;</li> <li>• Knowledgeable of database software, list serves and basic computer software (Microsoft Word, Excel, etc);</li> <li>• Ability to manage volunteers at off-site events and on HUAA committees.</li> </ul>
<b>VICE PRESIDENT FOR FINANCE</b>	<ul style="list-style-type: none"> <li>• Prepares an annual budget and other budgets as needed;</li> <li>• Monitors and prepares reports on HUAA accounts;</li> <li>• Makes recommendations about the HUAA's dues structure;</li> <li>• Performs other financial duties as assigned by the Alumni Council or the President.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University;</li> <li>• Solid knowledge of financial software to include Excel;</li> <li>• Familiarity and/or the ability to become familiar with the financial structure of the University and dispersion of funds;</li> <li>• Understanding and/or ability to gain a clear understanding of the administrative processes of Howard University and the Department of Alumni Relations;</li> <li>• Solid accounting and financial record keeping skills;</li> <li>• Strong leadership, strategic planning, program development, and organizational skills;</li> <li>• Familiarity and/or the ability to become familiar with basic fundraising and fundraising programs.</li> </ul>
<b>RECORDING SECRETARY</b>	<ul style="list-style-type: none"> <li>• Records all the proceedings of official HUAA meetings and distributes minutes to the committee in a timely fashion;</li> <li>• Performs such other duties as may be assigned by the Alumni Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University;</li> <li>• Good listening, written and documentation skills;</li> <li>• Solid word processing and computer skills;</li> <li>• Knowledge and/or the ability to become knowledgeable of recording official minutes and parliamentary procedures;</li> <li>• Familiarity and/or the ability to become familiar with the HUAA Constitution and the Bylaws.</li> </ul>

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<b>REGIONAL CHAIR</b>	<ul style="list-style-type: none"> <li>• Serves a Chairperson of one of the six (6) Regions of HUAA by acting as the primary contact/coordinator of the clubs and associations within a particular;</li> <li>• Request and coordinate the submission of club/association updates and/or reports to the HUAA Executive Committee;</li> <li>• Assists with HUAA’s fundraising programs, and perform other duties, as assigned and in accordance with the goals for the Region.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid commitment to upholding the brand, image and traditions of Howard University;</li> <li>• Strong volunteer management skills;</li> <li>• Strong oral, written, and organizational skills;</li> <li>• Strong human relations and strategic planning skills;</li> <li>• Basic knowledge and/or ability to gain a basic knowledge of HUAA and DAR structure;</li> <li>• Knowledge of databases, list serves and social media networking sites;</li> <li>• Ability to travel throughout the assigned region for meetings and events.</li> </ul>
<b>REGIONAL REPRESENTATIVES</b>	<ul style="list-style-type: none"> <li>• Assist the Regional Chairperson in the execution of his or her duties. Serves as primary contact for the clubs and associations;</li> <li>• Assists with HUAA’s fundraising programs, and performs other duties, as assigned and in accordance with the goals for the Region.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong volunteer management skills;</li> <li>• A commitment to serve and willingness to act as a team player;</li> <li>• Strong oral, written, and organizational skills;</li> <li>• Strong human relations and strategic planning skills;</li> <li>• Basic knowledge and/or ability to gain a basic knowledge of HUAA and DAR structure;</li> <li>• Knowledge of databases, list serves and social media networking sites;</li> <li>• Ability to travel throughout the assigned region for meetings and events.</li> </ul>