



*Revised 6/21/16*

## **Wisconsin AHEC Alumni Association ROLES**

### **President**

- 1. Oversee entirety of organization function**
  - Ensure that everything within the board and membership is running smoothly.
  - Hold board members accountable in fulfilling their responsibilities.
- 2. Correspondence/Liaison with State AHEC Program Rep**
  - If there are any problems regarding the alumni, the State AHEC Representative shall be contacted and involved in the mediation process.
  - Share updates and feedback with State AHEC Program Rep at least two weeks prior to state AHEC staff meetings (one per quarter).
- 3. Board Meetings**
  - Set annual calendar of meeting dates (completed by October 1).
  - Ensure meeting agenda is followed and the board remains on task.
  - Adjust meeting schedule to ensure a majority of the board can attend.
  - Follow-up when deemed necessary.
- 4. Agenda**
  - Develop agenda for board meetings.
  - Distribute agenda in advance.
- 5. Spokesperson**
  - Serve as primary contact for the organization.
  - Attend any meetings, or work with board members to designate a representative if unavailable, needed to represent the alumni association.
  - Serve as co-host during alumni events, welcoming attendees and other duties as needed.

### **Vice President**

- 1. Fundraising**
  - Develop and oversee fundraising plan.
  - Call / collect donations from various organizations as needed.
- 2. Board Meetings**
  - Fulfill the President's responsibilities in the absence of the President.
- 3. Event Management**
  - Facilitate brainstorming session to generate future programming/event ideas.
  - Create a master plan for the event based on brainstorming session.

- Delegate roles for event as needed.
- Develop a budget for each event to get approved by the board.
- Make reservations for events (i.e. chairs, rooms).
- Coordinate purchase of supplies.
- Co-host the event.
- Monitor adherence to policies/procedures as designated by venue or programming at events/meetings.

## **Secretary**

### **1. Meeting notes**

- Type out meeting notes for each board meeting.
- Send out within 3 business days.

### **2. Monthly Calendar**

- Maintain an internal calendar that includes alumni association events and meetings, as well as state AHEC, regional programming and anything the alumni association will be contributing to or present at.

### **3. Member Status**

- Maintain a database of members.
- Conduct periodic (annual) update of membership details (email addresses, etc).
- Share new membership monthly with regional representatives.

### **4. History/Tracking**

- Collect and organize alumni history for future board members.
  - Information about past events.
  - Information about members' past experiences in AHEC and current/professional experiences in healthcare.

### **5. Reports**

- Write up a summary of each event (within 3 business days).
- Coordinate evaluation of events or meetings; develop reports for board use.

## **Outreach and Marketing**

### **1. Publicity**

- Make fliers for each event discussed in the board meeting.
- Take pictures/video during the event to document what happened.

### **2. Social Media**

- Share event pictures/video via social media promptly.
- Maintain alumni association Facebook page.
  - Routinely share pictures, links and resources (health news, health announcements).
  - Create Facebook events to promote upcoming activities.
  - “Like”/connect to pages of other organizations that are pertinent to the AHEC Alumni Association membership.
- Highlight an alumni member monthly through social media and website (board will determine a format and questions/information to gather from members).

### **3. Mass Media**

- Contact the local media when needed/desired by board (e.g. news releases).

#### **4. Collaboration**

- Establish and maintain contact with other organizations (Interprofessional, HOSA, etc).

#### **5. Communication**

- Respond to inquiries from alumni members or share with the appropriate board member to respond.

### **Regional Representatives (7)**

#### **1. Region specific responsibilities**

- Greet new and returning program participants in your area with personal contact as they join the Alumni Association
- Serve as the contact for designated AHEC region.
- Work with local AHEC Center to propose, develop, and deliver region specific Alumni programming

#### **2. Statewide responsibilities**

- Attend and assist in planning for the annual event
- Attend board meetings and provide any update regarding the region, including but not limited to new members, activities, AHEC Center staffing updates, etc.

### **AHEC Staff Representative**

#### **1. Board Meetings**

- Serve as a link between the alumni association and the statewide AHEC program
- Answer questions and provide guidance about statewide AHEC policy and mission

### **Roles and Responsibilities of ALL AHEC Alumni Board Members**

#### **1. Publicity/Engagement of members**

- Promote events through various outlets to engage members

#### **2. Board Meetings**

- Attend each board meeting ready to generate new ideas for programming/activities and public relations

#### **3. Fulfill roles/responsibilities at events as needed**

#### **4. Development & Fundraising**

- Assist with implementation of the Board's fundraising plan

### **Meeting Guidelines**

- President or Vice President will preside.
- To have voting quorum, a majority of the current board shall be in attendance.
- At least one AHEC staff representative shall attend each meeting.
- Absentees read over the agenda and send your comments to the board.