

## **Wesleyan School Alumni Governing Board Job Descriptions**

### **President:**

The President shall preside at all meetings of the Executive Committee and the Class Agents; shall represent Wesleyan, and in the larger community; shall encourage all committees to accomplish their goals; and shall have such other powers and duties as may be assigned by the Alumni Board or prescribed by these Bylaws or by the parliamentary authority adopted by the Association.

### **Vice-President for Events:**

The Vice-President for Events shall serve as a member of the Executive Committee and the Alumni Board; shall assist the President and Class Agents in all purposes and objectives. Also, the position should foster a feeling of identity among alumni; should support and advance the interest of Wesleyan School education in general; should promote fellowship among its alumni including assist in the planning and coordinating of events, reunions, and homecoming at Wesleyan School. Vice-President of Events will work with Events Committee and report to Alumni Relations Coordinator.

### **Vice-President for Development:**

The Vice-President for Development shall serve as a member of the Executive Committee and the Alumni Board; shall assist the President and Class Agents in all purposes and objectives; and shall charge Wesleyan Alumni in their giving. Also, the position will seek to support and advance the interest of Wesleyan Alumni in educating and encouraging alumni to participate in the Alumni Annual Fund. Vice-President of Development will work and report to the Assistant Director of Development.

### **Class Agents:**

Class Agents shall serve as members of the Alumni Board and have the following duties:

- (a) Attend all Alumni Association meetings.
- (b) Assist with all Alumni Association-sponsored events, including Homecoming, and reunions.
- (c) Promote awareness of and interest in the Alumni Association and Wesleyan School.
- (d) Help assist and charge the Alumni Fund

### **College Class Agents:**

- (a) Attend winter/summer Alumni Association Meetings
- (b) Promote awareness of and interest in the Alumni Association and Wesleyan School.
- (c) Help contact and update contact information on Wesleyan Alumni
- (d) Help assist and charge the Alumni Fund