

Executive Leadership
AYS Alumni Council
Inaugural Council Term July 2020 – June 2021
Updated: May 27, 2020

Required Executive Leadership

- I. With the exception of the inaugural year, the Council shall maintain at least three (3) executive leaders to operate, manage, and support the council: President, President-elect, and Secretary. Past-President will be offered to each exiting president to continue service to support executive leadership.
 - a. **President-** The president will work closely with the Assistant Director of Alumni Relations to coordinate Council communications and facilitate all meetings. They will work with Executive Board and general council members to establish Council's mission, vision, values, strategic plan, and bylaws. They will find ways to improve Council programs and engage more alumni in the mission of AYS. The ideal president will have strong organizational and leadership skills. They will take the initiative to activate council members to engage fully with the council and the Andrew Young School.
 - b. **President Elect-** The president-elect serves as next in line to serve as president of the Council. They will work in coordination with the president to facilitate all Council communication and meetings. They will fulfill the president's duties in their absence. They will help establish the Council's mission, vision, values, strategic plan, and bylaws. They will find ways to improve the Council programs and engage more alumni in the mission of the Andrew Young School.
 - c. **Secretary-** The secretary will keep accurate records of all Council meetings and maintain correspondence of meeting minutes with council members. They will help establish the Council's mission, vision, values, strategic plan, and bylaws. They will find ways to improve Council programs and engage more alumni in the mission of the Andrew Young School.
- II. Executive leaders will serve a one-year term in each position. The secretary has the opportunity to campaign for re-election for additional terms, with a maximum of two (2) additional terms.
- III. Additional executive leadership positions can be added to the council as determined necessary by the Office of Career Services & Alumni Relations staff members, the Dean of AYS, the AYS Director of Development, Council executive leaders, and general council members.

Duties of Executive Leaders

- I. Alumni Council executive leaders can anticipate two (2) additional meetings with Assistant Director of Alumni Relations outside of the Council meetings.
- II. Each executive leader is appointed or elected to serve for a minimum one-year term. Council leadership terms will coincide with the fiscal year of the GSU, which begins on July 1 and ends on June 30 of each year, with the exception of the inaugural year.

- III. Executive leaders will help recruit new council members and leadership in succession planning.

General Executive Leadership Duties:

- I. Plan for and lead all Council meetings
- II. Participate in executive leadership meeting in preparation for and prior to Council meetings
- III. Delegate specific responsibilities to council members, committee, or work group leaders and participants.
- IV. Maintain meeting minutes and record of all council activities
- V. Work closely with the Assistant Director of Alumni Relations to establish, track progress of, and achieve the group's goals
- VI. Call meetings, recommend and direct policies/procedures, plan programs in the interest of the council mission.
- VII. Maintain contact with the Assistant Director of Alumni Relations
- VIII. Notify the Office of Career Development & Alumni Relations of address and contact updates