



## **SOP- ALUMNI ASSOCIATION**

Alumni are the brand-ambassadors of the institute they graduate from. They are an asset to the institute, as their contributions and involvement can significantly increase the reputation of the institute nationally and internationally. A successful alumni can be a social model, as they work for the unity of society and social factors which is conducive for economic growth and development.

The alumni's role is crucial for the development of the institute. Alumni can provide support in various aspects that are beneficial to the students, graduates, alumni, university, and society. The alumni's opinion in developing the institute and proposed solutions to the challenges faced by the institute is highly valued. This is for the achievement of the institute's vision and mission.

### **ROLE OF THE PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER AND ALUMNI CO-ORDINATOR**

#### **PRESIDENT:**

The president is the senior volunteer leader of the alumni chapter who presides at all meetings of the alumni chapter and other meetings as required. The president shall have general charge of, and control over the affairs of the alumni chapter and perform other duties as prescribed by the alumni chapter. The president oversees implementation of all policies in co-ordination with the Alumni Co-ordinator, and ensures that appropriate administrative systems are established and maintained. The president is elected by the alumni chapter members, reports to the Alumni Association and Office for Alumni Relations, and serves for a specified term.

#### **Duties and responsibilities**

- Schedule and preside at board and executive committee meetings in accordance with the chapter by-laws.
- The President has to read and confirm the minutes of the previous meeting.
- Appoint chairs for standing and ad hoc committees.
- Communicate with the Office for Alumni Relations staff to facilitate chapter business.
- Officially represent the alumni chapter as requested by the Alumni Association or Alumni Relations staff.
- Ensure chapter board creates an annual plan to guide the alumni chapter activities and programs.



- Ensure officers maintain active member status and follow policies outlined by the VMSIIHE Alumni Association.
- Ensure timely submission of pertinent chapter news, activities and projects.
- Signatory rights to the alumni bank account

## **VICE PRESIDENT**

The board's Vice President shall perform and discharge the duties of the president in the case of the absence, death, or disability of the President; shall serve as chair of the election committee; and perform such other duties as prescribed by the president and/or alumni chapter. The Vice President is elected by the alumni chapter, reports to the alumni chapter.

### **Duties and responsibilities**

- Fulfill the duties of the chapter president in his or her absence.
- Prepares and trains for smooth transition during and after elections.
- Serve as a member of the Executive Committee.
- Serve as chair of the Nominating Committee.

## **SECRETARY**

The secretary is responsible for making and preserving a record of all proceedings of the alumni chapter meetings. The secretary shall perform such other duties as prescribed by the president and the alumni chapter. The secretary is elected by the alumni chapter for a specified term.

### **Duties and responsibilities**

- Prepares Agenda in consultation with the President of the Alumni Association.
- Prepares and sends out notices with reference to venue, date and time of the meeting.
- Prepares minutes at all chapter board meetings (and provide for backup where needed).
- Maintain chapter records, including membership lists, to ensure an accurate and complete history of activities.
- Communicate with new members of the chapters.
- Match alumni chapter membership lists with the Office for Alumni Relations quarterly.



- Circulate meeting minutes and other communications to board and Alumni Relations staff in a timely manner.

## **TREASURER**

The treasurer is responsible for consulting with the Office for Alumni Relations regarding any and all matters relating to the funds and finances of the alumni chapter. The treasurer is elected by the alumni chapter, reports to the alumni chapter, and serves for a specified time.

### **Duties and responsibilities**

- Collection of registration/annual membership fee.
- Fiduciary responsibility to maintain accurate records of expenditures, receipts and accounts. Balance alumni chapter account statements monthly as provided by the Office for Alumni Relations.
- File periodic reports of official staff to document funds maintained in alumni chapter accounts.
- Report account status to board at each regularly scheduled meeting for documentation in board meeting minutes.
- Make deposits and create check requests to administer chapter activities.
- Coordinate with staff to ensure timely transition of chapter accounts and signers during the first quarter of the fiscal year.

## **ROLE OF THE ALUMNI CO-ORDINATOR:**

- The Alumni Coordinator is responsible for planning and implementing Alumni Outreach Programs locally/ nationally to encourage and strengthen links with alumni and the institute, and to develop and maintain positive relations with key stakeholders.
- Maintain the Alumni Database and an online Alumni Community
- To ensure that the Alumni chapter is functional with activities undertaken from time to time.
- Maintaining and updating database of Alumni.
- Periodic updates on activities/news letters conducted in the institute should be communicated to the Alumni via emails.



- Maintain all correspondence received from Alumni
- Oversees communication functions for Alumni including publications and news clipping service.
- Develops an annual plan outlining the goals and objectives of the Alumni Affairs aimed at maximizing alumni interest in and involvement with the institute and other stake holders.

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**DIRECTOR/PRINCIPAL**