

# CLUB LEADER

Length of Commitment: Two Years

Time Involvement: 10-15 hours per month

## **Duties/Responsibilities:**

- Be a current member of the General Alumni Association
- Oversees the activities of the Club Leadership Committee
- Be familiar with & encourage use of all guidelines found in the Alumni Club Handbook
- Builds a cohesive team amongst the board members and members of the club
- Provide leadership and direction through the administration and supervision of all club affairs
- Leads the club in achieving the goals and expectations set-forth
- Serve as main club contact between club, UNC General Alumni Association and interested alumni and friends in the local club area
- Coordinates and preside over monthly club leadership committee meetings (lead meeting, set agenda, location, and schedule, etc.)
- Attend the Club Leaders Training Workshop (highly recommended)
- Abides by GAA Club Leader's Agreement (see last page)
- following up after board meetings
- Has overall financial responsibility for the club
- Approves all club communications
- Ensures the completion of the club annual report each year and submits it to the GAA by the specified deadline.