



ALPHA LAMBDA DELTA ♦ The Honor Society for First-Year Academic Success

University of Massachusetts Boston

UMASS BOSTON ALPHA LAMBDA DELTA OFFICER POSITION DESCRIPTIONS

President:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the club advisors, club officers, and club members.
- Serve as one of the three signers on a financial document.
- Ensure that all officers are familiar with the Alpha Lambda Delta constitution via a review to happen within one month of officer installation.
- Ensure all officers are performing their duties as defined in the ALD Constitution.
- Keep advisors informed of the activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings and with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly elected President, following their term.
- Assign special projects to officers.
- Ensure the organization meets deadlines set by the Undergraduate Student Government at the University of Massachusetts Boston and/or the Office of Student Activities and Leadership.
- Work closely with the Event Planner (Vice President) to plan and be responsible for all retreats and training of the organization.
- Help manage the social media account with the Social Media Manager, including working closely with the Social Media Manager to create content and posters.
- Recruit Membership.

Vice President:

- Work closely with the advisors and other officer members to execute the activities.
- Preside at all meetings in the President's absence.
- Assist the President in their duties.
- In the event of the President's resignation, shall become the President of the Club for the duration of the term.
- Support the President on special projects.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly elected Vice President.
- Assist in special projects as assigned by the President.
- Work closely with the Social Media Manager to create content and posters.
- Recruit Membership.

Event Planner: (The Vice President will also serve as the Event Planner of Alpha Lambda Delta)

- Assist and work closely with advisors to organize and call events.
- Oversee tasks related to the planning process of an event.
- Notify all officers of events before announcing them to members via email and/or other electronic forms of communication.
- Work closely with the Secretary to ensure the completion of a successful event.
- Assign other club officers tasks to ensure the event is executed successfully.
- Plan and be responsible for all retreats and training of the organization.
- Monitor event activities to ensure members are satisfied with the event.
- Assist advisors with planning the scope of the event, including time, date, location, program, and cost.
- Provide all documents and records pertaining to their responsibilities to the new Event Planner, following their term.

Secretary:

- Handle and keep a record of all business and correspondence.
- Record minutes at all club meetings.
- Keep an up-to-date file on all members and inform club members about meetings and activities.
- Notify all club members of meetings and events via e-mail and/or other electronic communication at least a week in advance.
- Work closely with the Social Media Manager to create content and posters.
- Keep accurate minutes and records of all meetings, and submit minutes/records to the President, Vice President, and ALD Advisors.
- Keep an active roster of members and provide updated information to the Office of Student Activities and Leadership as requested (but at least twice each academic year).
- Ensure new member orientation is provided after elections and at the beginning of the academic year.
- Maintain an accurate list of members and their contact information.
- Compose a record of the progress and changes of the organization over the year and report the progress and changes to officers every month.
- Take attendance at all meetings and maintain an attendance record.
- Keep a copy of the constitution and have it available for members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Secretary, following their term.
- Assist in special projects as assigned by the President.
- Recruit Membership

Treasurer:

- Handle all financial transactions of the club, including recording of all transactions.
- Keep records of all club expenditures, including making sure all vouchers are processed if any.
- Keep account of all funds.
- Presents budget report of deposits and expenditures to the club officers at least once per month and as requested by the President, Vice President, ALD Advisors, or Office of Student Activities and Leadership.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the organization's President and the Finance Committee of the Undergraduate Student Government at the University of Massachusetts Boston.

Treasurer: (continued)

- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer, following their term.
- Assist in special projects as assigned by the President.
- Handle all budget requests form submissions to the Finance Committee of the Undergraduate Student Government at the University of Massachusetts Boston and the Office of Student Activities and Leadership. Additionally, submit required receipts and invoices associated with all budget request forms to the committee and Office of Student Activities and Leadership in a timely fashion.
- Work closely with the Social Media Manager to create content and posters.
- Recruit Membership.