

## The UWIAA EXECUTIVE

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### **The UWIAA Executive:**

1. The Chapter Executive shall be the President, Vice President, the Secretary, the Treasurer, the Assistant Secretary/Treasurer and the Public Relations Officer. Depending on the specific needs/circumstances of the Chapter, the number and titles of the Executive might vary. For example, it is possible for a Chapter to include additional officers (or for the titles above to be substituted with) such as First Vice President, Second Vice President, Chair and so on.
2. They shall be elected annually at the Chapter's AGM.
3. The President and Treasurer shall not hold their respective offices for more than two consecutive years.
4. Subject to any limitations specified in Ordinance 2 or this Constitution, the Executive shall have full power to act in all respects on behalf of the Chapter and shall organize and make such arrangements in connection with its activities, as it deems fit.
5. The quorum for meetings of the Executive shall be 5 and for the AGM, members shall be 21.
6. A member's place on the Executive may be declared vacant by the Executive if:
  - a. he/she is absent for more than three consecutive meetings without special leave of absence from the Executive;
  - b. the member issues, makes or concurs in the making of public statements or acts in a manner prejudicial to the objectives of the Chapter.
7. In the absence of the President, the Vice President (or where this applies, the First Vice President and Second Vice President in that order) shall assume the chair, and in their absence a Chairman shall be appointed from among the financial members present.
8. The Executive may fill any casual vacancy in the membership by nominating a financial member of the Chapter to be a member thereof.
9. The functions of the Executive Officers are outlined in the Manual for Chapters of The UWIAA.

## The UWIAA EXECUTIVE

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### **Officers of the UWIAA Chapter Executive Committees**

*Organised and strong leadership are important factors in a UWIAA Chapter's success and continuity. While the designations and number of Executive Members may vary depending on the size, goals, culture/customs and location of each Chapter, the following Executive Offices tend to be global:*

President	Vice President	Secretary
Treasurer	Assistant Secretary/Treasurer	
Public Relations Officer	Social Media Facilitator	

### **Specific Roles**

#### **President**

1. Becomes an automatic member of the Vice Chancellor's Presidents Club and attends any functions that the Vice Chancellor requests. Delivers a "welcome" to new students at Matriculation and leads the graduates in the Alumni Pledge at Graduation.
2. Chairs the Chapter's executive committee.
3. Provides Chapter leadership and acts as the main link between chapters, the IAD, the Campus Alumni Officers, and any other relevant body or organization.
4. Ensures that the Chapter Executive work with the IAD and the Campus Alumni Officer to plan a collaborative Calendar of Events and Young, Professional and Established Alumni Programmes.
5. Ensures that the IAD receives current Chapter information for the UWI Connect, UWI Nexus and the Alumni Online web community in order to keep members up to date with current and relevant information.
6. Represents the Chapter at meetings, on committees, and so on. Appoints a representative to act in his/her absence.
7. Familiarizes himself/herself with the Ordinances, Statutes, Byelaws, etc. of the University, Chapter and Association.
8. Upon election, sends a brief biography to the IAD (including tertiary education, professional and service club membership)

## The UWIAA EXECUTIVE

---

9. Files the Chapter's Annual Report (which includes chapter activities, programmes/projects and financial reports) with the IAD by the end of the third week in January, ahead of the annual Central Executive Committee (CEC) meeting, which is held in April, to ensure that the reports can be circulated to all the alumni presidents and that persons wishing to run for Alumnus representative or Council representative can submit brief bio-data that can be circulated to presidents ahead of the election.
10. Attends the annual CEC Meeting and reports back to his/her members.
11. Convenes the chapter's Annual General Meeting (and advises the IAD of the new Executive Committee within forty eight hours via e-mail).
12. Executes events in association with the Campus to promote Young, Professional and Established alumni engagement, including a Pelican Awards event.
13. Ensures Pelican Perks benefits are available in his /her territory.
14. Actively seeks donations/contributions to the U.W.I. along with the campus
15. Involves young alumni, especially through the UWIAA Young Alumni Board and UWI STAT Alumni Ambassadors.
16. Ensures succession planning. Identifies and grooms individuals to take over the Presidency and other Executive positions.

Note : It is expected that the President delegate responsibility to other Executive Officers and members in order to accomplish his/her mandate.

### **Vice President**

1. Acts for the President in his/her absence or whenever requested by the President or executive committee.
2. Chairs sub-committees as the President or executive committee might delegate.
3. Works closely with the President in conducting the affairs of the Chapter.
4. Actively seeks donations/contributions to the U.W.I.
5. Works with the President to ensure succession planning.
6. Identifies and grooms individuals to take over the Presidency, Vice Presidency and other Executive positions.

## The UWIAA EXECUTIVE

---

### **Secretary**

1. Records and maintains Minutes of all UWIAA Chapter and executive committee meetings.
2. Maintains the Chapter's data on the Alumni Online database.
3. Informs alumni of meetings and upcoming events and programmes.
4. Keeps in close touch with Campus Alumni Officers and the IAD on matters, including database updating and chapter events.

### **Treasurer**

1. Collects all Chapter funds/receipts (e.g., membership dues, gifts, fund-raising returns, etc.).
2. Maintains bank account (s) in the Chapter's name.
3. Pays Chapters bills/debts as approved by its executive committee.
4. Maintains an accurate/up-to-date record of all financial transactions.
5. Prepares financial aspects of Chapter's Annual report for the Association's presentation at the annual Central Executive Committee (CEC) Meeting.
6. Actively seeks donations/contributions to the U.W.I.

### **Assistant Secretary / Treasurer**

1. Works closely with and assists both the Secretary and Treasurer in their respective roles.
2. Carries out their duties in their absence or as the President and executive committee might delegate from time to time.

### **Public Relations Officer**

1. Promotes the activities of the Chapter through available media.
2. Promotes the IAD programmes such as the Legacy Programme and the Pelican Perks Programme.
3. Seeks and receives information which might be important to the Chapter.
4. Along with secretary, documents important Chapter events or programmes.

## The UWIAA EXECUTIVE

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5. Provides information to the IAD so that it can be included in the UWI Connect, UWI Nexus and/or Alumni Online (A)) web site.

### **Social Media Facilitator**

1. Promotes the activities of the Chapter through Alumni Online (AO) Social Media and works with/ supports the IAD in reaching out through this medium.