



NONPROFIT LEADERSHIP ALLIANCE

Certified to Change the World

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NATIONAL ALUMNI ASSOCIATION

Duties of Officers

- A. The President shall:
 - 1. Preside at the annual meeting of the NLANAA
 - 2. Be the official spokesperson for the Association
 - 3. Serve as liaison to NLA National Staff
 - 4. Appoint all Committee Chairs
 - 5. Serve on the Executive Committee
 - 6. Serve in an advisory capacity for one year after term
 - 7. Provide representation at the national level by serving on the NLA Board of Directors

- B. The Vice President shall:
 - 1. In the absence of the President perform the duties of that office
 - 2. Help coordinate and oversee Committees. Committees to report directly to VP
 - 3. Serve on the Executive Committee of the NLANAA
 - 4. Assist the President in such duties as he or she shall assign

- C. The Secretary shall:
 - 1. Record the minutes of all meetings of the NLANAA and provide minutes via e-mail or hard copy to active members
 - 2. Direct the announcement of meetings and newsletter development
 - 3. Manage the maintenance and upkeep of the membership roster with support from the National Office Staff
 - 4. Serve on the Executive Committee of the-NLANAA
 - 5. Post summary of meetings and decisions at meetings to general membership

- D. The Treasurer shall:
 - 1. Supervise the finances of the Association
 - 2. Maintain the financial records of the NLANAA with support of the National Office Staff
 - 3. Submit a yearly report at the annual meeting
 - 4. Serve on the Executive Committee of the NLANAA

- E. The AMI Liaison shall:
 - 1. Contact local schools of AHMI location with NLA programs to get local alumni involved.
 - 2. Serve as the national liaison to encourage all alumni to get involved
 - 3. Serve on the AMI student advisory council
 - 4. Serve as representative on the host committee
 - 5. Coordinate alumni activities for AMI
 - 6. Serve on the Executive Committee of the NLANAA