



## **TMI Alumni Association Leadership Roles 2023-2024**

### **President - OPEN**

Serve as the principal executive officer of the Association and shall, in general, supervise and direct all the business and officers of the association. The Executive Chair shall preside at all meetings of the Alumni Association and the TMI Alumni Leadership Council.

### **Vice President - OPEN**

The Vice President shall fulfill the duties of the Executive Chair in the absence or indisposition of the Executive Chair. The Vice Chair shall assist the Executive Chair with his or her duties, when requested, and to be responsible for such duties as are delegated or assigned by the Executive Chair. The Vice Chair shall advise one or more committee(s) and report the committee(s) activities at each meeting of the TMI Alumni Leadership Council.

### **Secretary - OPEN**

The secretary shall oversee the proper recordings of proceedings of meetings of the Alumni Association Membership and the TMI Alumni Leadership Council; ensure accurate records are kept of members; distribute a written copy of all proceedings of the TMI Alumni Leadership Council meetings to the Association membership; keep an up-to-date copy of the Bylaws and have a copy present at all meetings; supply the presiding officers and TMI Alumni Leadership Council members with an agenda of all TMI Alumni Leadership Council and special meetings; handle all correspondence for the Association as directed by the TMI Alumni Leadership Council; and send notices of all meetings and other notices when required to the general membership.

### **Alumni Engagement Chair - OPEN**

Oversees the Alumni Engagement Committee which works to enhance the alumni experience by bringing alumni to campus for events, encouraging alumni to assist with classroom projects/presentations, co-volunteer activities with students, mentor students, etc.; transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics, which are still in progress in the committee and gathering feedback from volunteers on these topics; serves as a point person for alumni who are interested in learning more about becoming involved as a volunteer at TMI. Oversees alumni class agents.

### **Annual Giving Chair - OPEN**

Responsible for assisting in fundraising activities with the TMI Advancement Office and encouraging alumni to support the Annual Fund. All unrestricted funds raised will be

used to advance the purposes of the Association and the School; transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics, which are still in progress in the committee and gathering feedback from volunteers on these topics.

### **Clay Shoot Committee Chair**

Oversees the Alumni Modified Sporting Clay Shoot event to benefit the Alumni Association Endowed Scholarship Fund. Works with committee members to promote the event, increase alumni participation, secure event sponsors, identify volunteers, sell teams, etc; transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics, which are still in progress in the committee and gathering feedback from volunteers on these topics.

### **Homecoming Committee Chair - OPEN**

Oversees the Homecoming Committee to help coordinate alumni reunions, the alumni BBQ, the Homecoming Pass in Review, and alumni VIP hospitality during Homecoming game; transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics, which are still in progress in the committee and gathering feedback from volunteers on these topics.

### **Alumni Day/Hall of Fame Committee Chair - OPEN**

The TMI Hall of Fame is an honorary society recognizing the exceptional contributions of outstanding alumni, with Distinguished Servant Leader awards for former faculty, staff and friends of the school. Oversees the Alumni Day/Hall of Fame Committee to help solicit nominations for the TMI Hall of Fame and work with the committee to determine who will be inducted. The committee will help plan the event and coordinate with other alumni to ensure day of volunteers are on site to assist with the event; transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics, which are still in progress in the committee and gathering feedback from volunteers on these topics.

### **Rising Alumni Luncheon Committee Chair - OPEN**

Oversees the Rising Alumni Luncheon Committee to plan a luncheon to welcome the current TMI senior class into the TMI Alumni Association; identify alumni to serve as table hosts to talk to seniors about their experiences as a TMI student; . transfers information back and forth between the committee and the TMI Alumni Leadership Council that includes reporting on topics which are still in progress in the committee and gathering feedback from volunteers on these topics.

The following members of TMI's administration serve as a governing body to the initiatives, events, and activities of the TMI Alumni Association: President of TMI; Director of Advancement; and Associate Director of Alumni Engagement.