

## UBAA Board and Officer Criteria and position descriptions – Nominations 2020

**This thumbnail guide has been developed for assisting those who have an interest in running for the UBAA Board of Directors or an Executive Officer position to better understand the criteria, standards and expectations to serve in leadership with the UCLA Black Alumni Association. It is taken directly from the bylaws and chapters and sections from which they were taken cited to ensure accuracy and accountability.**

### **UBAA Bylaws Chapter Two – Board member responsibilities**

The Board is responsible for: maintaining an effective and efficient organizational structure; providing support to the President and Officers as they carry out the Board's direction; ensuring accountability to the members for the performance of the Officers and staff; development and adoption of policy for the Association; providing leadership and advocacy consistent with the mission of the Association on behalf of members, students, and the community at the local, state and national levels.

### **UBAA Bylaws Section 206**

#### **206 .Eligibility and Criteria of the Members of the Board of Directors.**

- (a) Candidates for membership on the Board shall meet some or all the following recommended criteria:
  - (1) financial-member for two (2) years prior to time of nomination;
  - (2) have an interest in the objectives of the Association;
  - (3) be a respected citizen in the community;
  - (4) have commitment and competence as a professional; and have a minimum of five (5) years administrative experience in private, government or educational sectors;
- (b) A current officer may not serve in a dual capacity as officer and voting member of the Board.

### **Chapter 3: Executive Officers**

#### **300. Term and Election of Executive Officers. (a) describes the criteria necessary for eligibility**

- (a) Every two years, financial members of the Association at its Annual meeting shall elect from among its financial members by a majority of the members *voting* the following Executive Officers: President, Vice President - Operations, Vice President - Social Community Programs, Vice President- Fundraising, Treasurer, and Secretary-General Counsel.
- (b) Officers will serve two (2)-year terms commencing July 1st of the election year.
- (c) The day to-day management of the affairs of the Association shall be *vested* in the Officers. It shall be the duty of the Board to oversee the Officers in the execution of the annual objectives and mission of the Association.

### **301. Duties and Responsibilities of Officers.**

- (a) Under the direction of the President, the Officers shall be responsible for submitting to the Board for approval, in accordance with the mission of the Association, an annual plan which shall include but not be limited to: (1) goals; (2) objectives; (3) timeline; and, (4) budget.
- (b) The individual duties of the officers of the Association shall be as follows:

**President** - Under the direction of the Board, the President serves as the chief executive officer of UBAA, presides at all meetings of the membership and officers, and governs the overall administration of the UBAA.

The President is the chief spokesperson for the UBAA membership and interest of the Association in terms of advocacy and representation in matters affecting the interests of Association members, is the chief liaison to the UCLA administration, the UCLA Alumni Association, other UCLA alumni clubs and groups, the African Student Union, the UCLA Black Faculty and Staff Association, local elected officials and the various community organizations and institutions with which UBAA is engaged. S/he is responsible for shaping and maintaining the perception of the UBAA to the membership, the UCLA campus community and the broader community. The President is responsible for coordinating the creation and submission of an annual plan including goals, objectives and operational budget for the Association based on the mission and vision of the Association.

**Vice President-Operations**- Under the direction of the President, is responsible for the overall infrastructure - operational and administrative, of the organization. S/he is responsible for overseeing the membership and member relations, marketing and communications and all aspects of the business of the organization. S/he shall assist the President in the overall administration of the Association, and in the President's absence or incapacity, shall act as President and perform all of the duties of President, including but not limited to presiding at appropriate meetings.

**Vice President-Social and Community Programs**- Under the direction of the President, s/he shall be the Overall coordinator of all UBAA social events and campus and community activities. S/he is the liaison and main contact person for UBAA regarding campus and community event, promoters, agencies and companies, s/he, and recruits volunteers for service activities of UBAA.

**Vice President-Fundraising**- Under the direction of the President, is responsible for maintaining and enhancing the overall fiscal status of the Association. Solicits contributions and oversees the coordination of all fundraising activities. S/he forges relationships with Members as Donors as well as external donors to maintain financial support for all UBAA activities. The Vice President-Fundraising also oversees all fundraising committees.

**Treasurer** - is responsible for all accounting for UBAA; this includes management of the annual operating budget, accounts payable and accounts receivable. The Treasurer oversees the issuance of receipts and disbursements for all programs and events and supervises the bookkeeping, banking and reconciliation of bank statements on a monthly basis.

The Treasurer shall provide financial statements as needed and direct the preparation and filing of annual tax returns. The Treasurer serves as a liaison regarding UBAA financial matters.

The Treasurer of the UBAA is designated as the Officer responsible for notifying an insurance company that has written a life insurance policy for the benefit of UBAA of the death of the member and collecting the insurance proceeds on behalf of the UBAA.

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**General Counsel-Secretary-** shall be responsible for establishing and maintaining policy and procedures for notices to members; recording of proceedings of meetings of the Association, including Officers, Board and all committees; maintaining membership records; and, shall be the custodian of the Seal of the Association. The General Counsel-Secretary will be responsible for all maintaining records of all official correspondence with the Association, including postal mail, email, phone correspondence, etc. The General Counsel-Secretary shall also be available for legal consultation as requested by the Board and Officers. S/he shall be responsible for directing the representation of the Association on all legal affairs.

