

JACKSONVILLE UNIVERSITY
JUBA
BLACK ALUMNI NETWORK

Current positions are as followed on the JU Black Alumni Network

The President Shall:

- Presides over the meetings of the Board of Directors and general body.
- Promotes engagement in the Black Alumni Network.
- Serve as the ex-officio member of all committees.
- Communicate with Jacksonville University.
- Enforce the bylaws of the JUBA.
- Serves as President of the Board of Directors and prepares the agenda for board and general council meetings.
- Signs all binding documents and/or contracts. Serves as the “exchequer of finances.”
- Recommends to the Board of Directors the removal of any elected or appointed officer who fails to perform duties of the office.
- Be the spokesperson for the Board of Directors.
- Performs all other duties as provided by the current Robert’s Rules of Order, Newly Revised.

The Vice-President Shall:

- In the absence of the President, preside over meetings of the Board of Directors.
- Perform all duties of the office of the President in the absence, incapacitation, or at the request of the President.
- Promotes engagement in the Black Alumni Network.
- Recruiting committee members as well as solicit gifts for the JUBA.
- Manages the nomination process and election of new board members.

The Secretary Shall:

- Keeps an accurate record of each Board of Directors and General Body meeting, including all reports submitted and the meeting attendance. Minutes shall be recorded in accordance with the standards set forth in Robert’s Rules of Order, Newly Revised.
- Provides typed written copies of the minutes of each Board of Directors and General Body meeting.
- Maintains an official copy of meeting attendance records.
- Prepares the council directory based on information obtained from Jacksonville University.
- Record all votes taken during JUBA meetings.

- Curate the annual schedule for the JUBA Board of Directors and General Body.

The Treasurer Shall:

- Keeps all financial records and accurately documents JUBA's transactions, operating funds, and Black Alumni Network scholarship.
- Gives a monthly itemized report of all money received and disbursed.
- Works closely with the Office of Alumni Engagement to ensure that all financial records are accurate. Serves as the chairperson of the Budget and Finance committees.

The Philanthropy Director Shall:

- Serve as the fundraiser for the Black Alumni Network scholarship and all JUBA approved events.
- Engaging event attendees in alumni giving opportunities such as raffles and onsite giving mechanisms.
- Incorporate recognition for Black Alumni Network scholarship donors at events and in communications.
- Serve as the chair of the Philanthropy committee.

The Student & Campus Engagement Director Shall:

- Increase the visibility of the JUBA by seeking out meaningful opportunities to engage current students.
- Act as a liaison between the JUBA and the Jacksonville University Black Student Union.
- Ensure the body's presence on campus is known prior to graduation while promoting model alumni engagement.
- Seek campus opportunities to speak to students, promote the JUBA, and recruit student leaders.
- Serve as the chair of the Student & Campus Engagement Committee.

The Historian Shall:

- Assist the Alumni Office by curating Black Alumni spotlights.
- Store all history of the JUBA.
- Record accomplishments of the committee's work while also identifying and promoting key milestones for Black alumni.
- Work with the Student & Campus Engagement Director to promote developing traditions on campus.

The Marketing & Communications Director Shall:

- Oversee and finalize marketing and communications strategy, design, and implementation in conjunction with the University.
- Provide the University with the Black Alumni E-Newsletter content, engagement recaps, and photos.
- Ensure the JUBA social media pages are updated regularly and curated to represent the mission of JUBA.
- Work with the Student & Campus Engagement Liaison to cross-promote events and pertinent information.

- Collaborate with other Directors to ensure alignment of messaging across committees.

The Public Relations Director Shall:

- Assist the President in preparation for any meeting with boards or student groups with the University.
- Speak on behalf of JUBA at University meetings and/or events in the absence of the President or Vice President while ensuring the voice of JUBA is heard and accurately represented.
- Work with the university and Marketing & Communications Director for publication of all Network news.
- Keep the Board of Directors informed of any outside groups that wish to work with the Network and as well as any news that may affect the standing of the Network.
- Oversees all press relations, included but not limited to, crisis management and media statements, and drafts press releases with the University's PR Department.
- Works in conjunction with Marketing & Communications Director and the Office of Alumni Engagement to ensure social media and external content properly captures JUBA's tone and best interest.

The Event Director Shall:

- Plan all events voted on by the JUBA Board of Directors.
- Suggest events for JUBA to hold or partner with other JU affinity groups, University clubs, and/or outside organizations.
- Share event agenda, costs, and contracts, with JUBA Board of Directors pre-event.
- Serve as the event point of contact for day of needs; event set-up and take down assistance.
- Ensure all events engage Black Alumni whether in-person or virtually.
- Serve as the chairperson of the Events Planning Committee.

The Parliamentarian Shall:

- Address all parliamentary questions/issues and maintain parliamentary order during meetings, in-person or virtual, in accordance with the current edition of Robert's Rules of Order, Newly Revised.
- Advise the Board of Directors on the JUBA Bylaws.
- Suggest yearly revisions and addendums to the JUBA Bylaws.
- Set community guidelines in accordance with the JUBA Board of Directors.
- Serve as the chairperson of the Bylaws committee.

The Alumni Engagement Director Shall:

- Plan and Host regional events with the Events Director.
- Assist Event Director with event flow and logistics by communicating event agendas with the JUBA Board of Directors.
- Create and analyze post-event surveys to look for opportunities for change.
- Serve on the Events Planning and Philanthropy Committees.

