

Description of Alumni Positions

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| A. President | - | Chair and oversee meetings of the Board and the Association.
Represent the Association at public events and act as liaison to the principal of Weymouth High School and the Superintendent of the Weymouth Public Schools.
Appoint all special committees necessary to support the operation of the Association |
| B. Vice President | - | Serve as chair of meetings of the Association and the Board in the absence of the president and perform such duties as may be assigned by the president. |
| C. Secretary | - | Maintain a written record of all meetings of the Board and of the Association.
At the call of the president or the whole Board, if that should occur, post notice of all meetings. |
| D. Treasurer | - | Maintain a complete and accurate record of all monies received and expended by the Association.
Provide an annual financial statement of the Association and conduct the financial business of the Association as directed by the Board |
| E. Alumni Coordinator | | Keep track of all reunion activities. Information about reunions will be posted on the Alumni website on the reunion page. The Alumni Coordinator will provide, where possible and when requested, copies of class lists for reunion activities.
The Coordinator will convert class lists into labels for use when the annual solicitation is conducted. The Alumni Coordinator will also maintain a list of those contributing to the Association.
Communication received at any Weymouth school or town office regarding alumni information (IE: reunions, dates of graduation, finding owners of lost rings, etc.) will be directed to the Alumni Coordinator. |
| F. Chair/Liaison Council | | Convenes and conducts meetings of those who serve in the role of liaison between the Association and a particular class. |