



## **Suggested Revised Positions for the Update to the Bylaws** **May 2020**

### **President**

The President shall be the chief executive officer of CAAA, responsible for general and active management of the business of the Association and have supervisory authority over its officers and committees. The President shall preside at all meetings of the Board and the Members. The President shall represent CAAA at all the meetings as pertaining to Cornell Alumni or shall appoint a member to represent CAAA. Working with the Vice President of Development and Fundraising, the President shall address all issues related to Tradition Fellowship. Additionally, as a volunteer for Cornell University, the President shall vote in Cornell's annual alumni trustee election.

### **Vice President for Community Engagement**

The Vice President for Community Engagement (VP of Community Engagement) shall coordinate Association efforts to engage its members, partners and sponsors. Working with the Vice President of Programming, the VP of Community Engagement shall promote the recruitment of volunteers and partners for the Association's programming. The VP of Community Engagement shall serve as the official liaison with other alumni groups in the University Community (e.g. CAAAN, CUeLinks, CCAAB, diverse alumni groups, regional alumni groups). The VP of Community Engagement shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the VP of Community Engagement shall vote in Cornell's annual alumni trustee election.

### **Vice President for Programming**

The Vice President of Programming shall oversee and maintain the Association's yearly program of events that foster the goals of CAAA and support the Association operations, including but not limited to its signature events. Working with the Vice President of Community Engagement, the VP of Programming shall oversee the recruitment of volunteers and partners for the Association's programming.

The VP of Programming shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the VP of Programming shall vote in Cornell's annual alumni trustee election.

### **Vice President for Development and Fundraising**

The Vice President of Development and Fundraising (VP of Development and Fundraising) shall coordinate and oversee CAAA's key development and fundraising strategies and goals, including but not limited to its scholarships and fellowships. The VP of Development and Fundraising will work with key university partners and beneficiaries to determine key development and fundraising goals. Working with the President, the VP of Development and Fundraising shall address all issues related to Tradition Fellowship. The VP of Programming shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the VP of Programming shall vote in Cornell's annual alumni trustee election.

### **Vice President for Student Relations**

The Vice President of Student Relations (VP of Student Relations) shall serve as the official liaison with the University student community and be responsible for association outreach to increase awareness and membership amongst Asian students. The VP of Student Relations shall promote greater Asian student involvement in the University. The VP of Student Relations shall be responsible for identifying interests within the student target audience and leading efforts to satisfy these interests through programming, either CAAA-only or co-sponsored with student groups (e.g. educational and career-focused programs.) The VP of Student Relations shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the VP of Student Relations shall vote in Cornell's annual alumni trustee election.

### **Secretary**

The Secretary shall maintain minutes for all Association proceedings and a record of all votes conducted in relation to the business of the Association. The Secretary shall oversee and manage CAAA's communications, including but not limited to the Association's web and social media presence. The Secretary shall oversee and maintain CAAA's historical records and materials. The Secretary shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the Secretary shall vote in Cornell's annual alumni trustee election.

### **Treasurer**

The Treasurer shall be responsible for the fiscal planning of the Association and maintain records of financial accounts owned or controlled by the Association. The Treasurer shall keep

accurate accounts of all receipts and disbursements, and shall submit a written report on such accounts upon request. The Treasurer shall perform such other duties as may be assigned by the President or the Executive Board. Additionally, as a volunteer for Cornell University, the Treasurer shall vote in Cornell's annual alumni trustee election.