Nominee Contact Information
El Paso Chapter Officers and their Duties

The officers of the Chapter shall consist of a President, President - Elect, Secretary, Treasurer, and Historian, and shall be collectively known as the Executive Committee.

The duties of the officers shall be such as are generally exercised by officers in similar associations and other duties as may be assigned to them respectively by the Executive Committee from time to time. Officer duties are described below:

PRESIDENT:
- Serves as liaison to the UTEP Alumni Association Board and the UTEP Office of Alumni Relations
- Insures adherence by the Chapter to its adopted Bylaws
- Serves as an ex-officio member of all Chapter committees
- Presides at all Chapter meetings
- Assumes the general responsibility for the success of each activity and project the El Paso Alumni Chapter undertakes
- Calls special meetings

PRESIDENT - ELECT:
- Will fill in for the president at the President's request
- Serve as the chair of the nominating committee
- Perform the duties of the President in the absence or disability of the President

SECRETARY:
- Takes minutes of all El Paso Alumni Chapter meetings
- Disseminates minutes to the El Paso Alumni Chapter members
- Sends notices of Chapter meetings and activities
- Forwards completed reports of all meetings to the UTEP Alumni Relations office
- Maintains office supplies
- Maintains El Paso Alumni Chapter correspondence

TREASURER:

- Keeps a record of all El Paso Alumni Chapter financial transactions.
- Submits quarterly and year-end reports to the UTEP Alumni Relations Office.
- Establishes a budget for the El Paso Alumni Chapter's yearly activity to be approved by the El Paso Alumni Chapter Executive Committee.
- Submits grant requests and applications as needed.

HISTORIAN:
- Maintains an overview of all El Paso Alumni Chapter events and happenings of the chapter by taking photos and keeping memorabilia
- Obtains admin access and manages all aspects of social media accounts.