**Shaw High School** **Alumni Association**

**Mission Statement**

The Shaw High School Alumni Association is dedicated to contributing to the further development of the academic, cultural, physical, social, and athletic attributes of past and future alumni of Shaw High School.

Greetings, fellow Shaw High School Alumni Association Members,

Thank you so much for choosing to align yourselves with our organization! As you know, we are engaged in a purpose to assist our Shaw students with help in any way we can to enable them to take the next step out of high school. We are a proud organization, and we want all of us to succeed.

Now, it is time for us to elect new officers. The people in office have worked diligently to carry out our mission but as the by-laws state, we select officers every two years. Our present officers are:

President: Kathy Grant

Vice President: Christine Mays

Secretary: Michele Brown

Treasurer: Grennetta Taylor

Financial Secretary: Jequetta Steele

Parliamentarian: Bernadette Pace

Sergeant-At-Arms: Quintero Mack

A brief description of the duties:

**President**

The president is the person that presides at board meetings and create meeting agendas. This individual also supervises all the business affairs of the board and acts as the primary contact for the group.

**Vice President**

The vice president or vice chair works with the president to ensure that meetings and other activities proceed smoothly. Your vice president/chair may also take on special duties, such as chairing ad hoc committees. When the president is unavailable, the vice president assumes his or her duties.

**Secretary**

Record and distribute board meeting minutes, maintain accurate records, set up board meetings, oversee membership lists, ensure contact information is up-to-date, and orient new board members.

**Treasurer**

Responsible for approving expenses and other transactions, preparing and signing cheques, and monitoring the organization's budgeted vs actual cost and revenue amounts.

**Financial Secretary**

Works closely with the treasurer in handling funds. Keeps a record of all funds collected, deposited, and disbursed. Prepares monthly and annual financial reports.

**Parliamentarian**

Assists the president to manage meetings and advises on parliamentary procedure.

Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every three years. Arranges nominating committee's first meeting, providing information on nomination and election process.

**Sergeant-At-Arms**

Assists the president with club duties and politely keeps order during the meetings. This officer is available to help officers and club advisors with errands and responsibilities, creating a smooth meeting process.

**Qualifications for the office positions:**

1. Be a current member of the association (dues paid up to date).
2. Be a resident of the greater Cleveland (or surrounding) area or be able to attend meetings and functions in person, when necessary.
3. .1#5J5#5
4. 551I25E1C5#
5. KD####5(#(C\*6'\*6D.
6. J#1##
7. 
8. \*1#15#115
9. .#.51#51$
10. .1#5J5#5
11. 551I25E1C5#
12. KD####5(#(C\*6'\*6D.
13. J#1##
14. 
15. \*1#15#115
16. .#.51#51$
17. .1#5J5#5
18. 551I25E1C5#
19. KD####5(#(C\*6'\*6D.
20. J#1##
21. 
22. \*1#15#115
23. .#.51#51$

3. The office of Treasurer must be a member of the association for 2 years or of another verifiable organization for at least 3 years with no convictions (fraud or theft) and bondable. Treasurer must submit a current satisfactory background check.