



DESTINY CHANGERS INTERNATIONAL BIBLE INSTITUTE

“Equipping to Edify in the Spirit of Excellence”

Alumni Executive Positions

General Expectations/Requirements of all Executive Board Members:

Each board member must maintain a high code of conduct, must be professional, people oriented/friendly, outspoken, and have strong communication skills. He or she must be team oriented and be able to work independently as well. All board members must be internet savvy and open to training and development for effective administration of the board and Association.

1) President: The President is responsible for the overall management of the Alumni Executive Board and Association. He or She oversees the strategic planning, execution and implementation of DCIBIN Alumni goals and objectives. The president represents the Alumni Association at DCIBIN events and collaborates with the Alumni Director on presenting and negotiating various benefits with companies, organizations or individuals for the Alumni Association. The President champions fundraising activities to meet Alumni Sponsorships for new DCIBIN Students.

2) Vice President (VP): The Vice President assists the President in the overall running of the Alumni Executive Board and Association. The Vice President is more of the operational arm of the Alumni and deals with the day to day activities of the Association. The Vice President oversees proper maintenance of the Alumni database and collaborates with the treasurer to provide financial reports to the Board for review.

3) Treasurer: The treasurer is responsible for the overall management of the Association’s finances. The treasurer ensures monthly reconciliation of the Association’s banking activities and updating of member’s financial records for proper accountability. The treasurer is instrumental in the forecasting of annual fundraising goals and feasible projects to be undertaken by the Alumni Association.

4) General Secretary: The General Secretary manages the official communication within the Executive Board and Association. He or she prepares meeting agendas, takes meeting notes, and communicates all the pertinent information pertaining to the Association as agreed upon by the Executive Board. The General Secretary provides a quarterly report to the board and the Director of Alumni Relations on goals and initiatives that have been accomplished or need additional assistance. The General Secretary assists the President and Vice Presidents in preparing correspondence documents, memo’s and emails. He or she is also responsible for maintaining correspondence with Alumni via email, what’s app or social media platform.



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5) Office Administrator: The office Administrator manages all the office records, filing and issuance of documents to members of the board and association. He or she works in the corporate office and ensures that documents are updated, printed for distribution where applicable. The office administrator prepares alumni welcome packages and mails them out. The office Administrator is responsible for any bank deposits should there be any dropped in the office instead of given online. He or She communicates with vendors, orders supplies and products needed for the association and the E-store.

6) Publicity Coordinator: The Publicity Coordinator is responsible for all traditional and digital advertising and promotion of the Alumni Association. He or she spearheads the Alumni Magazine and is the focal point for the submission of articles and information for the Alumni page(s) etc. The Publicity Coordinator is responsible for the printing and distribution of marketing/promotional materials.

7) Public Relations Liaison: The Public Relations Liaison is responsible for the management of the Alumni Social Media (Facebook, Twitter, Instagram) presence and point of contact to the Media houses for the Alumni Association. He or She is responsible for communicating with the general public, to ensure a positive image of the Alumni and the School is also maintained. The Public Relations Liaison collaborates with the President and Alumni Director on what is appropriate to post on social media, maintains a social media strategy and calendar and the adherence to DCIBIN social media policies among others.