

<b>OFFICIAL OFFICER/TITLE</b>	<b>DUTIES / DESCRIPTION</b>
President	The President shall act in a general executive capacity and shall preside at all meetings, appoint committees, and in general perform all the usual duties attending the office. The President is an Ex-officio member of all Chapter committees. At the completion of his/her one year term, the President shall chair the Chapter's Nominating Committee. The president will be elected 6 months after general elections for a term of one year to provide continuity throughout officer transitions.
Vice President of Community Service	The Vice President of Community Service shall (1) work closely with the President and have such powers and shall perform such duties as assigned him or her by the President with the approval of Board, (2) be knowledgeable of all HRAA activities and act in the capacity of President should the President be absent at meetings or become unable to complete the unexpired term, and (3) oversee and advise the activities of the Spring Event Chair, the Fall Event Chair, the Networking Committee Chair, and the Public Relations Chair.
Vice President of Alumni Support	The Vice President of Alumni Support shall (1) work closely with the President and have such powers and shall perform such duties as assigned him or her by the President with the approval of Board, (2) be knowledgeable of all HRAA activities and act in the capacity of President should the President absent at meetings or become unable to complete the unexpired term, and (3) oversee and advise the activities of the Prayer Committee Chair, the Outreach Committee Chair, and the Mentoring Committee Chair.
Secretary	The Secretary shall (1) attend meetings and record the proceedings of the Executive Committee and write and distribute minutes, (2) make reminder phone calls to Board members for upcoming meetings and events and/or designate others to do so, (3) call and follow up with absent team members and work closely with the Prayer Committee to convey special needs as appropriate, and (4) file reports and papers received by the Board and provide file copies of Board documentation to the Office of Alumni Relations.
Historian	The Historian shall record alumni events for posterity both photographically and via written word articles in the form of a scrapbook or online journal.

<b>PROPOSED NEW OFFICE / ROLE</b>	<b>DUTIES / DESCRIPTION</b>
Prayer Committee Chair	The Prayer Committee Chair shall act as the spiritual leader of the chapter. He or she shall (1) create a network of prayer coverage and encouragement for the Board members, (2) document prayer requests and lead prayer, including prayer for current undertakings of Board members, seeking God’s direction on alumni decisions, and prayer for the leadership of Regent University, and (3) work closely with the Vice President of Alumni Support and perform such duties as assigned by him or her.
Outreach Committee Chair	The Outreach Committee Chair shall (1) seek and find local ministries that need alumni support for day projects and recruit alums to volunteer (using Regent’s alumni email list), (2) be present at outreach events or designate another Board Member to be the key contact person, and (3) work closely with the Vice President of Alumni Support and perform such duties as assigned by him or her.
Mentoring Committee Chair	The Mentoring Committee Chair shall (1) establish mentoring relationships between current students and alumni, (2) work closely with the individual Regent schools (with deans and school alumni representatives) to discover how the community at large can be served by Regent students and alumni, and (3) work closely with the Vice President of Alumni Support and perform such duties as assigned by him or her.
Spring Event Chair	The Spring Event Chair shall do the event planning (research location, catering, vendors, volunteers, etc.) for 1 of the 2 major events per year. The Spring Event Chair shall (1) exercise supervision over the disbursement of Chapter funds for events, as agreed upon by the Board, (2) keep a detailed account of all receipts and expenditures for events, and (3) work closely with the Vice President of Community Service and perform such duties as assigned by him or her. He or she shall have such further powers and duties, and shall be subject to such directions as may be granted or imposed from time to time by the President or Board.

Fall Event Chair	The Fall Event Chair shall do the event planning (research location, catering, vendors, volunteers, etc.) for 1 of the 2 major events per year. The Fall Event Chair shall (1) exercise supervision over the disbursement of Chapter funds for events, as agreed upon by the Board, (2) keep a detailed account of all receipts and expenditures for events, and (3) work closely with the Vice President of Community Service and perform such duties as assigned by him or her. He or she shall have such further powers and duties, and shall be subject to such directions as may be granted or imposed from time to time by the President or Board.
Networking Committee Chair	The Networking Committee Chair shall develop networking opportunities for the members of the Hampton Roads chapter. (2) This includes developing a business directory and (2) finding local events at which alumni can gather and network. He or she shall also (3) maintain up-to-date contact information for involved local alumni and (4) communicate any news and changes to the Office of Alumni Relations. The Networking Chair shall work closely with the Vice President of Community Service and perform such duties as assigned by him or her.
Public Relations Chair	The Public Relations shall (1) create and edit a semi-annual newsletter and submit it to the Office of Alumni Relations for printing and distribution, (2) be present at alumni events to take photographs and write stories, and/or work close with the Historian to complete this task, (3) be responsible for any additional promotional materials (such as event invitations), (4) shall organize volunteers to make follow up phone calls to the invitations mailed by the Regent University Alumni Office and in general create enthusiasm for events, and (5) work closely with the Vice President of Community Service and perform such duties as assigned by him or her.