

D.O.A.A. Board of Directors Breakdown

The business and affairs of The D.O.A.A. will be managed and controlled by The D.O.A.A. Board of Directors (*Article II, Section 1*). The Board will consist of the following nine permanent members who serve varying terms (*Article II, Sections 3 & 5*). Duties for the pilot Board will begin once elected, but their official term limits will not commence until September. Bolded positions will require nominations from alumni like yourself:

- 1. President** → Three-year term
- 2. Vice President** → Two-year term
- 3. Secretary** → Two-year term
- 4. Treasurer** → Three-year term
5. Board of Directors alumni representative → Two-year term
6. Editor in Chief (from current editorial staff) → Serves while EIC
7. Former Editor in Chief (from previous editorial year) → Serves until replaced by following EIC
- 8. Alumni representative** → Two-year term
- 9. Alumni representative** → Three-year term

To serve, an individual must have worked on the editorial or business staff of The Daily Orange. No more than two members from the same graduating year shall serve on the Board of Directors at the same time (*Article II, Section 4*). Board members will meet on, at least, a quarterly basis and will not be paid (*Article II, Sections 6 & 10*). Job descriptions of nominated positions include the following duties, but are not limited to them:

President

- A. Act as a spokesperson for the affairs and acts of The D.O.A.A.;
- B. Set the agenda and conduct scheduled meetings of the Board;
- C. Appoint members of committees, as needed;
- D. Provide direct support to committee chairs;
- E. Perform such other duties as may be assigned to him or her by the Board of Directors

Vice President

- A. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of President, and when acting as such, will have all the powers of and be subject to all the restrictions of the President. The Vice-President shall perform such other duties assigned by the President or by the Board of Directors;
- B. Coordinate activities of the group;
- C. Lead the Events Committee.

Secretary

- A. Record and file the minutes of all meetings;
- B. Read the minutes of previous meetings;
- C. Coordinate social media efforts (may recruit help from other D.O.A.A. members)
- D. Record attendance at meetings;
- E. Keep and maintain official records of the group, including membership and committee rosters.

Treasurer

- A. Record and maintain all official financial records, including any D.O.A.A. fundraising initiatives;
- B. Report all financial transactions;
- C. Provide a financial report to the Board at each work session.

Alumni representatives

- D. Perform duties as may be assigned to them by The D.O.A.A. Board of Directors;
- E. Help come up with and plan D.O.A.A. sponsored events for alumni across the country;
- F. Organize the benefits for D.O.A.A. members.

For more information on The D.O.A.A. Board please see Article II of The D.O.A.A. bylaws.