‘Canes Community Leadership –
Secretary & Treasurer

SECRETARY RESPONSIBILITIES

- Maintain a permanent record of minutes for all ‘Canes Community Executive Board meetings.
- Maintain an annual calendar of ‘Canes Community Events for the fiscal year (June 1st to May 31st).
- Complete and submit required reporting forms to the UM Alumni Association in a timely manner.
- Manage ‘Canes Community’ s marketing and outreach efforts. *Please refer to the Marketing & Outreach Section for more information.*
- Represent the University of Miami in a positive and professional manner.

TREASURER RESPONSIBILITIES

- Manage ‘Canes Community’ s bank account (if applicable). *Please refer to the Financial Guidelines Section for more information.*
- Manage all of ‘Canes Community’ s financial transactions, including payment/membership dues collection.
- Help to develop and maintain the ‘Canes Community’ s budget for the fiscal year.
- Maintain an Annual Statement of Revenues and Expenses.
- Represent the University of Miami in a positive and professional manner.