

# **MOUNT CARMEL PU COLLEGE**

## **ALUMNAE ASSOCIATION**

### **OFFICE BEARERS**

#### **General Description of an Alumnae Association**

An Alumnae Association is a formal body established to foster lifelong connections between former students and their alma mater. It serves as a platform for alumnae to engage in meaningful relationships with one another and with the institution, while contributing to its growth and legacy.

The Association's objectives shall include:

Promoting fellowship, networking, and mutual support among alumnae.

1. Preserving and celebrating the heritage, traditions, and values of the institution.
2. Supporting the institution through mentorship, career guidance, scholarships, and other forms of assistance.
3. Organizing events, reunions, and programs that strengthen the bond between alumnae and the college community.
4. Encouraging alumnae participation in social, cultural, and charitable initiatives that reflect the spirit of service and community.
5. Maintaining transparent governance and financial accountability to ensure sustainability of the Association.

#### **Eligibility Criteria for Office Bearers / Executive Members for the post of President, General Secretary, & Assistant Treasurer**

##### **1. Age Requirement**

- The candidate must be **25 years** or above at the time of nomination.

##### **2. Alumna Status**

- The candidate must have completed the Pre-University (PU) course from **Mount Carmel PU College**.

##### **3. Residency**

- The candidate must be a resident of **Bengaluru**.

##### **4. Exclusive Representation**

- The candidate must **not hold** any official post in the alumnae association or governing body of another institution during her tenure.

##### **5. Conflict of Interest**

- The candidate must not engage in activities that create a conflict of interest with the values, mission, vision or functioning of Mount Carmel PU College.

- The management reserves the authority to remove or dissolve the office bearers from their positions when deemed necessary, in the best interest of the association, else the term of the committee members will be for a **period of 5 years.**

## **Code of Conduct**

### **1. No Personal Branding**

- The position held in the Alumnae Association must not be used for personal promotion, business publicity, political interest, or brand endorsements.

### **2. Institutional Identity Protection**

- The name, logo, crest, or identity of Mount Carmel PU College shall not be used for personal branding, commercial gain, or promotional purposes.

### **3. Ethical Representation**

- Members must represent the institution with integrity, dignity, and respect, upholding the values and reputation of Mount Carmel PU College.

### **4. Commitment to Service**

- Office bearers must actively contribute towards the growth, unity, and welfare of the alumnae community and the institution.

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### **OFFICE BEARERS**

**Director** – Administrator, Mount Carmel PU College

**Chair Person** – Principal, MCPUC

#### **President** - Formal Role Description

The President shall be the chief executive officer of the Alumnae Association and shall provide overall leadership and direction to the Association. The President's duties shall include:

- Presiding over all meetings of the Association and the Executive Committee.
- Ensuring that the objectives, vision, and mission of the Association are upheld in all activities and initiatives.
- Representing the Association in official capacities, including external engagements with the institution, alumnae, and community partners.
- Overseeing the implementation of programs, projects, and events approved by the Executive Committee.
- Providing guidance and support to office bearers and committees to ensure effective functioning.
- Serving as the primary spokesperson of the Association, promoting its values and fostering unity among members.
- Presenting an annual report on the activities and achievements of the Association at the General Body Meeting.
- Ensuring smooth succession planning and mentoring future leaders of the Association.

#### **GENERAL SECRETARY**

- Manage posts related to association events/activities.
- Will create, edit & promote activities through print & digital medium.
- Motivate association members to actively participate during Alumnae activities.
- She must be readily available for association meetings, events etc.

## **Treasurer – Vice President of Alumnae Association, MCPUC**

The Treasurer shall be the chief financial officer of the Alumnae Association and shall be responsible for the proper management of all financial affairs of the Association. The Treasurer's duties shall include:

- Maintaining accurate and up-to-date records of all receipts, disbursements, and assets of the Association.
- Preparing and presenting financial statements and reports to the Executive Committee and the General Body at regular intervals.
- Drafting the annual budget in consultation with the Executive Committee and monitoring expenditures to ensure compliance with approved allocations.
- Collecting membership dues, donations, and other revenues, and ensuring timely deposit of funds into the Association's designated accounts.
- Ensuring compliance with all statutory and regulatory requirements, including audits and tax filings where applicable.
- Advising the Executive Committee on the financial feasibility of proposed programs and initiatives.
- Presenting a comprehensive financial report at the Annual General Meeting.

## **Assistant Treasurer - Role Description**

The Assistant Treasurer shall support the Treasurer in the discharge of financial responsibilities and shall act as deputy in the Treasurer's absence. The Assistant Treasurer's duties shall include:

- Assisting in the maintenance of financial records, receipts, vouchers, and supporting documentation.
- Preparing draft financial reports and statements for review by the Treasurer.
- Supporting the collection of membership dues and donations, and maintaining updated records of members in good standing.
- Assisting with financial logistics during Association events, including ticketing, collections, and reimbursements.
- Coordinating with committees and members to ensure timely submission of expense claims and supporting documents.
- Ensuring continuity of financial operations by familiarizing themselves with all responsibilities of the Treasurer.

To register, click the link below – <https://forms.gle/5adraxTBnViB3byKA>