

AFFINITY GUIDES

AFFINITY GROUP STRUCTURE

This is just a guide. The procedures below are not mandatory or a required format for success. Build the team you need with the positions you require. Capitalize on the talents of the volunteers when establishing your core group.

CONSTITUTIONS AND/OR BYLAWS

Constitutions and/or bylaws governing AOG Affinity Groups vary with the purpose of the group and with the wishes of its members. Experience shows that a successful Affinity Group needs the formal structure that an organizational document provides.

Caution: Organizers should be aware that clubs and similar organizations are often subject to state law, and some states mandate specific requirements for organizational documents.

AFFINITY GROUP LEADERSHIP/OFFICER DUTIES

President

The President should preside at meetings and events of affinity group. He/she should sign written contracts and obligations of the group, nominate the chairs of the committees established by the Board and provide for the appointment of other committee members. The President should also maintain liaison with the AOG and the chairmen of working committees.

Vice President

The Vice President should perform the duties of the President during the latter's absence. He/she may have other powers and duties as prescribed by the president.

Secretary

Duties included but not limited to the following:

- Keep the minutes of the group and Board of Directors meetings.
- Notify Affinity group members of the affairs of the group.
- Conduct the Affinity group's correspondence; keep the records; prepare necessary reports, including annual reports; and keep the seal of the Affinity group if the group is incorporated.

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- Annually publish rosters of current affinity group officers, its Board of Directors (if applicable), committee chairmen and committee members (if applicable), amendments to the group's bylaws, and similar information.

Treasurer

The Treasurer should be the custodian of the Affinity's funds and shall:

- Establish required banking accounts for Affinity group.
- Disburse funds to defray expenses authorized by the Affinity officers.
- Report the status of the funds at each meeting of the Affinity group or its Board of Directors.
- Have the accounts audited under the direction of the Affinity group officers before the Annual Business Meeting and at such other times as the Board may direct.
- Present an annual financial report to the Board for incorporation in the report of the Annual Business Meeting. If applicable, collect dues from members as foreseeable by the Affinity group officers.
- Raise sufficient funds for the Affinity's foreseen needs.
- Coordinate special fundraising programs for special activities as supporting cadet extracurricular trips, athletic pre- and post- game receptions, or special admissions programs.

Networking Coordinator

The Networking Coordinator shall:

- Maintain liaison with the national AOG, local or regional parent clubs, and ALO leadership, to ensure that the Affinity Group remains currently informed on matters related to the Academy and disseminate that information as appropriate to Affinity Group members and to the general public through the Affinity Group's networking program.
- Maintain a library of current information about USAFA for use by the Affinity Group and its members.
- Update and maintain social media sites (at a minimum) on a monthly basis.

Term Length

The suggested term length for officers is 2 years or what meets the needs of the Affinity Group.