

Section 2.3. Responsibilities of Executive Committee:

President: The President shall supervise the affairs of the Association under the direction of the Board and with the advice of the Executive Committee. Except as otherwise provided, the President shall:

- Preside at all meetings of the Board and at all Special Meetings of the Association;
- Approve the appointment and filling of vacancies on the Board, the Executive Committee, and on all committees.
- Serve as the official representative of the Association on any non- Association groups, boards or committees, inside or outside of the University;
- Serve as an ex-officio member of all Board committees.
- He may choose vice president to serve as the official representative of the Association on any non-Association groups, boards or committees, inside or outside of the University.

Vice President: A member elected by the Board for the position of President, shall, except as otherwise provided, first serve a term as Vice President once the current Vice President becomes President. The Vice-President shall serve the Board and Association as described herein and as directed by the President.

Secretary: It shall be the duty of Secretary:

- To supervise the meetings of the Association and the council.
- To see that the Bylaws, rules and regulations adopted by the society are enforced.
- To appoint all the committees, with the approval of board of directors.
- Shall be responsible for calling meetings of the executive committee in consultant with the president.
- To maintain official records, reports of the society.
- To file annual reports with the registrar of societies after every annual and other special general meetings, financial statements etc.,

Joint Secretary: The duties of the joint secretary as follows:

- ❖ To perform all the duties and have all the powers of the secretary when the secretary is unable to act.
- ❖ To learn the duties of the secretary so as to be knowledgeable and experienced upon assuming the position of secretary upon the completion of the current secretary's term.

Treasurer: It shall be the duty of Treasurer:

- To keep, with the assistance of the Foundation/Institutional advancement staff, a correct record of all proceedings of the society.
- To keep and maintain, with the assistance of the Foundation/Institutional advancement staff, adequate and correct books of accounts.
- To prepare the official correspondence of the association.

ALUMNI ASSOCIATION
SAVEETHA ENGINEERING COLLEGE
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