



1. Purpose and Role of the Federation:

The Federation of Texas A&M University Mothers' Clubs was organized in 1928 and has grown to include 108 individual Member Clubs located across Texas and throughout the nation. The mission of our organization is *“by individual and united effort to contribute in every way to the comfort and welfare of the students and to cooperate with Texas A&M University in maintaining a high standard of moral conduct and intellectual attainment”*.

The Federation and each individual Aggie Moms' Club, from the largest with over 300 members to the smallest with only 5 members, share a common goal: To band together to do whatever is necessary to benefit the students at Texas A&M University.

In addition to awarding scholarships to individual students, A&M Mothers' Clubs serve Texas A&M University by financially supporting campus organizations. The Aggie Band, the Corps of Cadets, the Endowment Fund for Sterling C. Evans Library, Fish, Transfer and S.A.L.T. Camps, Peer Orientation Conferences, CARPOOL, and over 1000 other Student Organizations receive financial support each year from Aggie Moms' Clubs.

2. Expectation of Board Members:

- Attend all required meetings
- Act as a liaison to all club presidents in the assigned District: forward correspondence from the Board, establish a rapport, district meeting invites/rsvp, etc.
- General Officer Duties (see attached)
- Write officer reports prior to all board meetings
- Archive material
- Turn in final financial report for each office
- Communicate timely and appropriately using the Federation email address assigned to the office. Copy the appropriate Board members and check this email frequently.

3. Costs: hotel, food/dinners, gas (except select positions), some others if desired or outside of budget (in-kind)

4. Committees: Some extra committee possibilities

5. Aggie Mom Camp: attendance encouraged

6. Annual Campaign: We encourage you to participate to show buy-in for the Federation

General Officer Duties

President	Will preside over all meetings and act as an ex-officio of all committees except the Nominating and Audit Committees
VP at Large	Will serve as an advisor and step in for any unfilled office if necessary
President Elect	Assist the President and become familiar with those duties for the next year
1 st VP - Membership	Assist in recruiting, retaining and recognition of clubs
2 nd VP – Programs	Arrange programs for the Federation meetings with key University and student leaders
3 rd VP - Registration	Responsible for registration of guests, voting delegates and club members at each Federation meeting
4 th VP - Reports	Responsible for gathering and reporting all scholarships, donations to student organizations and all club annual reports
5 th VP - Boutique	Arrange for the use of the space and organizing the clubs that participate in the Annual Federation Boutique
6 th VP - Districts	Responsible for scheduling all district meetings and General Meeting workshops which provide education and information for all member clubs
7 th VP - Yearbook	Responsible for the gathering of all information to be included in the annual directory
8 th VP - Parent socials	Responsible for attending all New Student Conferences to introduce the Federation to new families and to provide information for the families to join a local club
Recording Secretary	Record and keep detailed minutes of all Board, General and Business meetings of the Federation
Treasurer	Handles all financial matters for the Federation
Historian	Responsible for documenting and compiling a comprehensive history each year of the Federation activities
Parliamentarian	Provides guidance on all matters regarding parliamentary procedure
Corresponding Secretary	Responsible for all correspondence and sending notices for all meetings

Federation Board Position Workshop
January 26, 2019

Electronic Information Officer	Responsible for the Federation website and electronic communications
Aggie Mom Camp Co-Chair	Responsible for the planning, organizing and coordinating Aggie Mom Camp
Development Chair	Responsible for strategic planning, identifying and developing relationships with potential donors and soliciting support
Hospitality	Responsible for arranging for meals, refreshments and décor at meetings