



Denton County A&M Club
P.O. Box 293081
Lewisville, TX 75029

www.dentoncountyaggies.com

January 10, 2025

Founded in 1973, the Denton County A&M Club is a 501(c)(3) non-profit organization that was created to provide scholarship opportunities to future Aggies in Denton County. The Club develops and promotes activities for Denton County Aggies as well as maintaining the Aggie Network in Denton County and surrounding areas. It maintains open lines of communication and information to all Denton County Aggies. The Denton County A&M Club leadership team meets monthly to conduct the business of the Club and to further the purpose of the Club.

The officer title, duties, and responsibilities are listed below.

President:

- Presides at all meetings of the Club. Appoints all committees (except the nominating committee) and serves as ex-officio member of all committees.
- Acts as liaison with The Association of Former Students.
- Must be a former student of Texas A&M University. (may nominate someone else to preside if they are unable to attend).
- Must be able attend at least one bi-annual Leadership Council meetings in College Station every year.
- Have EMMA access (Association email platform) used for email blasts.

President-Elect:

- Presides at meetings in the absence of the President and assists the President as needed.

Vice President – At Large:

- Supports the President and President-Elect as needed.
- Expected to attend and participate in all activities.
- Responsible for recording officer meeting minutes and posting in Meeting Minutes folder in GoogleDocs.
- Have administrator rights for Facebook, EMMA, STRIPE, and DCAMC website.
- Can be assigned Facebook event and event photographs set up.
- Can be assigned email blasts responsibilities.
- Can be assigned meeting agenda responsibilities.
- Can be assigned website updates for Muster, PayPal scripts, and any other events added to the website.
- Is not a President Elect position.

Activities Chair:

- Oversees, communicates and plans:
 - Big Event
 - Howdy Hours
 - Watch Parties
 - special events
 - Other fundraising events
 - Other events

Finance Chair:

- Serves as treasurer of the Club.
- Provide monthly financial report for officer meetings.
- Develops annual Club budget in coordination with the Executive Committee and other Club officers.
- File annual tax form 990
- Have access to PayPal and Stripe and provide activity reports for Muster.

Membership Chair:

- Directs annual membership drive to recruit new members and reactivate previous members.
- Maintains a Club membership directory.
- Have EMMA access (Association email platform) used for member renewal notifications.

Muster Chair:

- Plans and coordinates Muster.

Scholastics Chair:

- Represents the Club in matters pertaining to the continuing relationship with the area high schools.
- Scholarship communications and applications preparation.
- Distribute applications for the scholarship to public and private high schools in Denton County.
- Coordinates scholarship review committee (DCAMC Officers).
- Communicates and confirms scholarship winners and acceptance by the scholarship winners.
- Prospective Student Admissions Events.
- Have access and be able to use GoogleDocs.

Communications Chair:

- Plans and directs local Club publicity and press relations to enhance its reputation and public image.
- Have access to EMMA (Association email platform) and be able to use.
- Keeps local Club membership and the general Denton County Aggies informed.
- Have access to Facebook, Twitter (X), Instagram to set up event invites and other pertinent DCAMC updates.

Records Chair (Historian):

- Maintains all permanent records of the Club and minutes of all Officer meetings.
- Collects Officer service titles and years for addition to the Honors Page on the DCAMC website.
- Have GoogleDocs access and be able to use for the Honors Page updates.

Technology Chair:

- Coordination and maintenance of the Club's website.
- Coordination and maintenance of the Club's GoogleDocs.

Golf Chair:

- Schedules monthly golf outings.
- Plans and coordinates a golf tournament fund raiser.

Student Liaison Chair:

- Must be a Junior or Senior in high school, who will attend Texas A&M upon graduation.

- Continue to serve while attending Texas A&M.
- Send pictures and emails of events that can be used in newsletter updates that are newsworthy to the Denton County alumni.
- Can also be a current Texas A&M student.
- Attend annual Endowment Scholarship luncheon in February each year if a current student at Texas A&M.

Immediate Past President:

- Serves on the Executive Committee.
- Hangs around and looks important at events!