 **Alumni Association Charter Planning Worksheet**

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| Official Name: |  | |
| Vision or Statement of Purpose: |  | |
| Organizational Structure: |  | |
| Roles & Responsibilities of leaders: | Position Title: | Responsibilities: |
| Structure & timing for leadership elections: |  | |
| Qualifications for leadership board eligibility: |  | |
| Members: |  | |
| Meetings: |  | |
| Amendments & Ratifications: |  | |