



Frankfurt American High School Alumni Association
Classes of 1967 – 1973
www.fahsaa.org

ROLES AND RESPONSIBILITIES OF THE PRESIDENT

The Mission of the FAHSAA organization is to serve the Classes of 1967-1973, its faculty and others interested in maintaining the FHS experience, by providing a forum with which to connect, share memories, and reestablish relationships through annual reunions, newsletters, a directory, and the website.

The primary responsibility of the President is to provide guidance and leadership to succeed in the accomplishment of the mission.

Outline of responsibilities beyond the scope of what is written in the Bylaws:

1. Oversight of each of the committees and assuring that all Chairs are fulfilling their responsibilities. Make recommendations if necessary to make changes and to provide support. Connect by phone, email or Zoom with those committee members, chairs, and the Executive Board to provide support in follow-up to meetings.
2. Implement various Zoom calls with the Executive Board and with Class Representatives, including Committee Chairs, when necessary. Follow up calls from Chairs needing assistance and coordinate with the Executive Board and any of the Committees needing to be involved.
3. Provide support to the web team with any information needed to be disseminated to the group and help to align the information so that it is accurately presented.
4. In the event of the death of classmates, make sure class representatives are fulfilling their responsibilities and that the Fallen Eagle list is up to date. This includes notes that are being sent to the families with website and Facebook updates.
5. It is important that the roles of the members of the Executive Board are understood and that each member can fulfill a role if needed.
6. Ensure that the communication to all alumni association members is kept open and relayed via Facebook, email, class reps and the FAHSAA website.
7. Prepare for the election process and ensure that the Election Committee is supported by the web team through its committee members.
8. Organize the meetings at each reunion. Prepare Executive reports for the Annual meeting. This includes contact with any committee presenting at the reunion and working hand in hand with them.
9. Evaluating where additional members are needed to fulfill a void or support for a committee.

Prepared by Gayle Cratty, President
July 21, 2025