





SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING		
DEO MORE, GT ROAD AURANGABAD BIHAR		
SBPSM NURSING ALUMNI ASSOCIATION		
S.NO	NAME OF THE MEMBER	DESIGNATION
1	MR. VICKY	PRESIDENT
2	MR. ARCHANA	VICE - PRESIDENT
3	MR. ASHUTOSH	SECRETARY
4	MRS. ARCHANA	TREASURER
5	MR. GAURAV	MEMBER
6	MS. ROSHNI	MEMBER
7	MS. SEEMA	MEMBER
8	MR. PAWAN	MEMBER

ALUMNI ASSOCIATION COORDINATOR

PRINCIPAL SIGN

SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING DEO MORE, GT ROAD, AURANGABAD
SBPSM NURSING ALUMNI ASSOCIATION

S.N	NAME	DESIGNATION	ADHAR NO.	EMAIL ADDRESS	MOBILE N.	PHOTO
1	MR. VICKY	PRESIDENT	540228193049	kumarvicky122000@gmail.com	7766019581	
2	MS. ARCHANA	VICE PRESIDENT	286443612400	archanakumarikhapura@gmail.com	9693041411	
3	MR. ASHUTOSH	SECRETARY	771230853124	ak3371398@gmail.com	9060759800	
4	MRS. ARCHANA	TREASURER	981356818267	Sarchanabharti62768@gmail.com	7543028598	

5	MR. GAURAV	MEMBER	421672844853	gauravkumarraj455@gmail.com	6203222687	
6	MS. ROSHNI	MEMBER	811195380478	raushnikumariaur5@gmail.com	9153348071	
7	MS. SEEMA	MEMBER	965552363360	seema752004@gmail.com	9399869968	
8	MR. PAWAN	MEMBER	208170246616	pawankumar83077@gmail.com	7050792765	

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ROLES AND RESPONSIBILITY-

PRESIDENT

Roles & Responsibilities of President shall be as follows:

- President shall be the Chairperson of the Alumni Association.
- All transactions with the help of committee.
- Leads the group and acts as liaison among group members, the Alumnae Association, the College's administrative offices, and the group Committee.
- Presides at all group meetings and over the executive committee, when one exists.
- Mentors new group volunteers and ensures continuity by providing opportunities for new leaders.
- Exercises overall financial responsibility for the group; co-signs bank accounts with group treasurer.
- Oversees the schedule of events and appoints others as needed.
- Approves all group communications.
- When completing term as president or stepping down before term is over:
 - Helps transition new president to office and makes sure all official records are transferred.

- Updates her status with the bank so that she is no longer co-signer of the account.
- Notifies the Alumnae Association.

VICE PRESIDENT

Roles & Responsibilities of Vice President shall be as follows:

- The association shall also have a Vice-President who shall preside the meetings of the Association in the absence of the President.
- The Vice-President may be assigned specific tasks and functions by the Executive Committee.
- Serves as chair of programs, ways and means, or any other committee as needed.

SECRETARY

Roles & Responsibilities of Secretary shall be as follows:

- To draft the minutes of all meetings to be correctly recorded, confirmed and kept.
- To convene the meetings in consultation with the President.
- To have charge of all correspondence, records etc.
- To exercise general control over all matters relating to objectives and programs of the association.
- To maintain roles of all the members.
- Any other matter delegated to him/her by executive committee.

TREASURER

Roles & Responsibilities of Treasurer shall be as follows:

- To collect the subscription due and payable and report to the association/committee on all the financial matters.
- To complete annual statements of A/C and to place the same before the association/committee/general body.
- To submit statements of the A/C to the Secretary.

- To disburse the funds as directed by the Executive Committee.
- To supervise programs of the association has decided by the association/committee.
- To organize activities as may be decided by the association/committee.
- To prepare budgets for the programs and activities.
- To report the progress to the Secretary.
- During the absence of the Secretary, he/she shall perform the duties of the Secretary.
- Any other matter as delegated to him by the Executive Committee.

MEMBERS

Roles & Responsibilities of Executive members shall be as follows:

- The members of the committee are to assist the Executive Committee and its sub-committee as may be formed with regard to programs and activates of the association.
- Welcomes new members and invites them to club/group activities
- Maintains a membership list
- May solicit new members by requesting payment of group membership dues.