



## **ASIAN INSTITUTE OF TECHNOLOGY ALUMNI ASSOCIATION**

Bangkok, Thailand

**By the President of the Asian Institute of Technology Alumni Association**

**AITAA Executive Memorandum 2018-003**

### **ESTABLISHMENT OF AITAA WORKING COMMITTEES**

By Virtue of the AITAA Statutes of 11 July 2005, Article IV, Section 2 and Article V, Sections 1, 2, and 3, I, Maria Fe Nuestro Ferriols, having been duly elected and inducted as AITAA President for 01 January 2018 - 31 December 2019, hereby establish the creation of the following AITAA Standing and Special Working Committees, upon the advice and recommendation of the AITAA Executive Committee:

#### Standing Committees

1. Administrative Operations Committee – This Committee will be headed by the AITAA Executive Secretary and will take care of the internal operations of the association.
2. Finance Committee – This committee will be headed by the AITAA Finance Officer and will take care of the financial transactions of the association.
3. Business Operations Committee – This Committee will be headed by the AITAA Business Officer and will take care of the external relations and projects of the association.
4. Public Relations Committee – This Committee will be headed by the AITAA Public Relations Officer and will take care of the public communications and announcements of the association.

#### Special Working Committees as

1. Statutes Committee – This Committee will focus on the by-laws of our association as well as the organizational structure of the association. Should changes be made, the Statutes Committee will be tasked to disseminate the changes and its impact to the operations of the AITAA. If necessary, a change management program will be crafted by the Statutes Committee to ensure that every active alumni will be made aware of the changes as well move towards the acceptance and adoption of the changes.
2. Membership Committee – This Committee will be tasked to work with the Alumni Affairs Office to ensure the synchronization of information about alumni. The Membership Committee will craft a menu of benefits that alumni can get depending on their active participation with their Chapters and/or with AITAA HQ and/or with AIT.
3. Chapter Governance Committee - This Committee will be formed to discuss and gather the best practices being done by each Chapter. These will be documented and shared so that the fires and passion of the active Chapters may be imbibed by other active Chapters as well as re-activated Chapters or newly activated Chapters.

4. Alumni Recognition Committee – This Committee will lead the gathering and publication of projects participated in and completed by AIT alumni. This Committee will continue the work initiated by the Task Force #AITLega60 for AIT's 60<sup>th</sup> Anniversary: a website featuring alumni work and a coffee table book for AIT's Diamond Jubilee.
5. Endowment Committee – This Committee will be formed to manage the process for online and off-line donation or sponsorship remittances, acknowledgement, turnover, use, and audit for AITAA.
6. Grand Alumni Homecoming Committee – This Committee will coordinate with the AIT Administration in preparing for the celebration of AIT's 60<sup>th</sup> Anniversary in 2019.
7. AIT Linkage Committee – This Committee will focus on communicating with AIT's Board of Trustees, Administration, and Academic community.

These Committees will define their respective work programs and timeline for its deliverables. The Special Working Committees are co-terminus with the Executive Committee.

For information and guidance of the members of the AITAA. Done and will take effect immediately, in the City of Bangkok, Thailand, on 04 February 2018.



MARIA FE NUESTRO FERRIOLS  
AITAA President 2018-2019

By the AITAA President:



DR. CHUSAK NARKPRASIT  
AITAA Executive Secretary 2018-2019