

Camden Alumni Association Board Member Duties by Position

1st Vice President / Banquet Chair	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President.
Ongoing	Conduct Board or Committee meetings in the absence of the President
Ongoing	Conduct meetings of the Banquet sub-committee, assisted by the three Directors assigned to the Banquet.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
January 15th	Contact the 50-Year Class to see if they have updated the information for class members on the Contact Information files received from the Registrar so the data can be returned to the Registrar for updating our records.
February 15th	Attend Winter Board Meeting
February 28th	Prepare the 50 year class photo collage for the 50-year class, cutting, cropping & pasting from the scanned senior yearbook photos into the formatted layout for the collage.
March 15th	Send the prepared 50-year Class Photo Collage out to the printer to be printed in large format and pick it up when completed. We currently use Dataflow on Broad Street in Utica. They can mount on foam board, but we usually mount it ourselves, as it's much cheaper.
March 31st	Prepare Brochure for Annual Meeting & Banquet for mailing, using outside vendors for printing, folding & mailing services.
April 15th	Attend Spring Board Meeting
April 15th	Place an advertisement in the QCN announcing the Annual Meeting & Banquet less than 60 days prior to the banquet.
May 15th	Place an advertisement in the QCN announcing the Annual Meeting & Banquet 2-3 weeks prior to the banquet reservation deadline.
May 31st	Prepare the majority of the Banquet Program, updating from the previous year's edition. Updates are needed for many pages: Memorial Tribute (from database info, see Registrar); Incoming Board Positions; Current Scholarship Winners; 50 Year Class & Honored Classes; Leaders for Alma Mata, Invocation & Benediction and 50 Year Class Speaker
Week Before Banquet	Use printouts from the BanquetAttend and BanquetSeating databases to prepare seating arrangements. Use the file Cafeteria Banquet Seating Maps.odg to select a table map based on estimated attendance, modify a copy of the map as necessary to fit class group sizes. Some minor adjustments will need to be made, so leave some empty seats for late reservations.
Week Before Banquet	Arrange for table centerpieces for banquet (28-32).
Week Before Banquet	Print the Attendance List, 50 Year Class List & Seating Chart, letter sized, two sided, one per alumnus, plus 10% extra. Collate and staple together for distribution.
Week Before Banquet	Print the Name Tags, use Quill pressure sensitive name tag labels, one per attendee.

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Week Before Banquet	Use the BanquetSeating database to prepare the following: Table Tent Cards, printed on heavy weight (100#) legal sized paper one tent card per table.
Week Before Banquet	Make any final adjustments to the Banquet Program and print the programs, legal sized, full color, two sided, one per alumnus, plus 10% extra. Collate, fold and staple into booklets using booklet stapler.
Banquet Day	Morning Setup at Banquet Venue: Picture Boards, Table Layout, Table Tent Cards, Registration Tables, etc.
Banquet Day	Bring camera to banquet for candid photos, your phone will be fine! Take lots of candid photos during the banquet for the website. Be sure to send your photos to the Website Manager for posting on the website.
Banquet Day	Assist in welcoming arriving alumni, working registration tables, selling raffle tickets, finding seats for alumni, school tours, etc.
Banquet Day	Attend Annual Meeting and Banquet
July 15th	Attend Board Reorganization Meeting
September 30th	Make reservations with High School, restaurant or venue and caterer for the next year's banquet once date is determined.
September 30th	Distribute the 50-Year Class Contact Information files received from the Registrar to the 50-Year Class Contacts for updating and return to the Registrar for updating our records.
October 15th	Attend Autumn Board Meeting.
November 15th	Contact the 50-Year Class to see if they have updated the information for class members on the Contact Information files received from the Registrar so the data can be returned to the Registrar for updating our records.