

## *Camden Alumni Association Board Member Duties by Position*

### **2nd Vice President / Membership 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 both the President and 1st Vice President.
Ongoing	Assist Registrar in conducting meetings of the Membership sub-committee.
Ongoing	Assist the Website Manager in maintaining the website, suggesting news items to add to the blog portion as necessary or available.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
January 31st	Consider the publication of a winter edition of the Camden Alumni News, if articles and information are available (reunion planning, board officer positions available, etc.), either online or via email or in the Queen Central News.
February 15th	Attend Winter Board Meeting
March 15th	Update the annual brochure layout for the current year and send out to printer for base printing, with personalized details to be printed on laser printer from database information in April. Printer: uprinting.com Legal size Flyer Printing on 70# uncoated stock, 2 sided. Also, update the web version of the flyer in PDF format in preparation of updating the website in April.
April 15th	Update & send out the first banquet email to all alumni with email addresses on record using account at email service provider verticalresponse.com.
April 15th	Attend Spring Board Meeting
April 30th	After confirmation of the selected mailing group by the board and getting the printer files from the Registrar: a. Print the personalized information on the banquet flyers. b. Fold all banquet flyers & tape shut. c. Tray the flyers for mailing as specified by the bulk mailing software. We currently use Postage Saver Gold Pro Bulk Mail Processing Software.
April 30th	Once the annual mailer is prepared, deliver it to the post office with the proper bulk mail forms and payment.
April 30th	Consider the publication of a spring edition of the Camden Alumni News, if articles and information are available (banquet planning, etc.), either online or via email or in the Queen Central News.
May 31st	Send out biweekly email reminder invitations to the banquet to all alumni with email addresses, starting shortly after the postal flyer was mailed, probably about May 1st.
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.

## *Camden Alumni Association Board Member Duties by Position*

Banquet Day	Attend Annual Meeting & Banquet.
July 15th	Attend Board Reorganization Meeting
July 15th	Assist the Web Manager in updating the Alumni website with the candid photos from the banquet both with a blog post and also to the online photo album. Edit photos as required.
July 31st	Consider the publication of a summer edition of the Camden Alumni News, if articles and information are available (banquet roundup & photos, etc.), either online or via email or in the Queen Central News.
August 31st	Conduct a Membership Committee meeting to devise specific plans for the coming year to increase active membership.
October 15th	Attend Autumn Board Meeting.
October 31st	Consider the publication of a fall edition of the Camden Alumni News, if articles and information are available (homecoming, fund raising plans, etc.), either online or via email or in the Queen Central News.