

Camden Alumni Association Board Member Duties by Position

Director: Banquet	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Attend sub-committee meetings to organize the annual banquet operations.
January 15th	Assist the 1st VP/Banquet Chairperson in contacting 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	Work with the 1st VP to 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	Assist the 1st VP in sending & picking up the prepared 50-year Class Photo Collage out to the printer to be printed in large format, if necessary. 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.
April 15th	Attend Spring Board Meeting
Week Before Banquet	Assist the 1st VP in preparing the seating arrangements. Some minor adjustments will need to be made, so leave some empty seats for late reservations.
Week Before Banquet	Assist the 1st VP with the final preparations of the Banquet Program and Attendance List, 50 Year Class List & Seating Chart and Name Tags.
Week Before Banquet	Assist the 1st VP to prepare the following: Table Tent Cards, printed on heavy weight (100#) legal sized paper one tent card per table.
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.
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	Assist the 1st VP/Banquet Chair in making reservations with High School, restaurant or venue and caterer for the next year's banquet once date is determined.
September 30th	Assist the 1st VP/Banquet Chairperson in distributing 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	Assist the 1st VP/Banquet Chairperson in contacting 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.