

Camden Alumni Association Board Member Duties by Position

Director: Membership	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Attend sub-committee meetings to improve active membership participation.
Ongoing	Assist the Website Manager in maintaining the website, suggesting news items to add to the blog portion as necessary or available.
January 31st	Work with the 2nd VP on 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	Assist the 2nd VP in updating the annual brochure layout for the current year. Also, updating the web version of the flyer in PDF format in preparation of updating the website in April.
April 15th	Attend Spring Board Meeting
April 15th	Assist the 2nd VP in updating & sending out the first banquet email to all alumni with email addresses on record using account at email service provider verticalresponse.com.
April 30th	After receiving the printer files from the registrar, assist the 2nd VP to: <ol style="list-style-type: none"> 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	Assist the 2nd VP in delivering the annual mailing to the post office with the proper bulk mail forms and payment.
April 30th	Work with the 2nd VP on 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	Assist the 2nd VP in sending 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.
Banquet Day	Attend Annual Meeting and 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.

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July 31st	Work with the 2nd VP on 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	Attend a Membership Committee meeting to devise specific plans for the coming year to increase active membership.
October 15th	Attend Autumn Board Meeting.
October 31st	Work with the 2nd VP on 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.

Website Manager [Membership Director Duty]

<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Maintain an up to date copy of the Association By Laws & Constitution on the Association web site.
Ongoing	Maintain the up-to-date list of Class Contacts from the Registrar on the Alumni Web Site.
Ongoing	Maintain the Camden Alumni website, adding news items to the blog portion as necessary or available, as requested by the President, 1st VP, 2nd VP, Secretary, Treasurer, Registrar or Scholarship Chairperson.
January 31st	Update the approved & revised Scholarship Application Form PDF file on the website.
April 30th	Update the Alumni Website with the current banquet reservation information and post a blog message that the information has been updated and the printed version and email versions have been sent out to all alumni.
June 30th	Update 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 15th	Prepare a blog post using the picture of the Annual Scholarship Winners, names and other information received from the Scholarship Chairperson.
July 15th	Update the Alumni website with scholarship recipient information received from the Scholarship Chairperson.