

Camden Alumni Association Board Member Duties by Position

Director: Scholarship

<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Attend Scholarship Committee meetings to find ways to increase scholarship donations.
February 15th	Attend Winter Board Meeting
April 15th	Attend Spring Board Meeting
May 15th	Attend meetings of the Scholarship Awards Committee as voting members.
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
October 15th	Attend Autumn Board Meeting.

Scholarship Awards Committee

<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
May 15th	Attend meetings of the Scholarship Awards Committee as voting members.