

Camden Alumni Association Board Member Duties by Position

President	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Work with all other Board Members to support them in their jobs: Banquet Preparations, Membership Drives and Scholarship Awards and Fund Raising Activities throughout the year.
Ongoing	Attend, as a member ex-officio, all committee meetings with right to vote, except for the Nominating Committee.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
January 15th	Prepare list of officer positions up for reelection in June and prepare press release to announce those positions in the Queen Central News.
February 15th	Conduct Winter Board Meeting
February 15th	Appoint Nomination Committee of three active members, none of whom shall be a member of the Board, to find potential alumni to fill vacant or expiring board of directors positions.
May 15th	Attend Scholarship Awards Committee Meetings as a voting member as scheduled by the Scholarship Chairperson.
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	Conduct Annual Meeting at Banquet.
June 15th	Assist the Treasurer in preparing an annual association budget.
July 15th	Conduct Board Reorganization Meeting.
October 15th	Conduct Autumn Board Meeting.