

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

<b>Registrar</b>	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Process all incoming mailed and online dues payments, banquet reservations and scholarship donations.
Ongoing	Prepare monthly or semimonthly deposit for the Treasurer
Ongoing	Maintain a record of donations to the Alumni Scholarship Fund for the Scholarship Chairperson, Banquet Reservations for the Banquet Chairperson and Members Dues Payments.
Ongoing	Maintain an up-to-date database of Alumni, both active and inactive, recording recently deceased members; adding new members from HS graduation lists and from GED candidates.
Ongoing	Conduct meetings of the Membership sub-committee, assisted by the 2nd VP and the 3 Directors assigned to Membership.
Ongoing	Maintain an up-to-date list of Class Contacts to give to the Website Manager to upload to the Alumni Web Site.
Ongoing	Provide class lists and mailing labels to Class Contacts on request.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
February 15th	Update the alumni database with new contact information received for the 50-year class from the class contacts after they reviewed & updated our supplied list.
February 15th	Attend Winter Board Meeting
February 28th	Submit entire alumni database (living members) to Address Verification Service for processing to Authenticom: <a href="http://www.listcleanup.com">www.listcleanup.com</a> Retrieve and Import address corrections from the address update & verification service when available, usually 24 hours or less.
February 28th	Update listed deaths in the corrections, confirming potential deceased members if possible, as many are usually incorrect, being a deceased relative instead of the designated alumni.
March 15th	Compile the selected groups for the mailing to prepare the Annual Banquet Mailing Proposal showing estimated costs and quantities for the mailing and email delivery to present to the board.
March 31st	Export a CSV list of all alumni with email addresses and needed information for the sending of the first annual email 10-14 days before the mailed version is prepared.
April 15th	Update the Alumni Database with information from VerticalResponse on who has NOT opened the first annual email, so qualified alumni will be included in the printed annual mailing. Then export the PDF files to be used to print the mailer to the selected alumni groups to send to whomever is doing the mailer final printing.
April 15th	Attend Spring Board Meeting
May 15th	Provide mailing list of 50-year graduates to High School Office in Excel format.

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May 31st	Prepare an annual report of donations to the Alumni Scholarship Fund suitable for inclusion in the Annual Meeting Program booklet.
Week Before Banquet	Export the banquet attendees from the CMDNALUM database and export the updated non-alumni guests in the AlumniFriends database and import this data into the current year copy of the BanquetAttend database.
Week Before Banquet	Provide personalized certificates of recognition for 50-year graduates to be attending the Annual Banquet to the President for signing, if requested by the 50-year class.
Week Before Banquet	Assist the 1st Vice Pres. in the process of organizing and conducting the Annual Meeting and Banquet, including preparation of the brochure, program booklet, and Registration Table information.
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
August 15th	Obtain the list of graduating Seniors from the past year from High School Guidance for inclusion as new alumni in membership records.
August 31st	Conduct a Membership Committee meeting to devise specific plans for the coming year to increase active membership.
September 15th	Prepare Class Contact Information files to give to the Banquet Chairperson & Banquet Committee Members for distribution to the 50-Year Class Contacts for updating and return to the Registrar for updating our records.
October 15th	Attend Autumn Board Meeting.