

Camden Alumni Association Board Member Duties by Position

Scholarship Chair	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Solicit donations to the Alumni Scholarship Fund in cooperation with the Past President
Ongoing	Send thank you notes to persons making memorial donations to Scholarship Fund, and memorial announcement notes to family of the memorial donee.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
January 15th	Update scholarship application: - Ask high school for deadline - Make any other revisions
January 31st	Deliver the approved & revised Scholarship Application Form PDF file to High School Guidance Office. Also deliver the Scholarship Application Form PDF file to the Website Manager to update on website.
February 15th	Attend Winter Board Meeting
March 31st	Schedule meeting(s) for the Scholarship Awards Committee
April 15th	Pick up scholarship applications from High School Guidance Office. Sanitize and organize applications prior to Scholarship Awards Committee meeting: - Label each page of each application with a tracking number (Year-Number ####-##) - Remove cover page with applicant name - Remove any other identifying information that may be throughout the application.
April 15th	Attend Spring Board Meeting
May 15th	Convene and preside over the Scholarship Awards Committee, as an ex-officio member.
May 15th	Notify High School Guidance Office of scholarship recipient names.
May 15th	Contact parents of scholarship winners to provide banquet information.
May 31st	Attend Class Night to present scholarship winners with awards.
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

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July 15th	Supply a picture of the Annual Scholarship Winners, names and other information to the Website Manager. Prepare a press release with the photo for publication in the QCN.
July 15th	Provide web-master with scholarship recipient information for alumni website.
September 15th	Deadline for receipt of proof of enrollment for each scholarship recipient to qualify for payment of scholarship award.
September 30th	Provide scholarship recipient names to treasurer so checks can be issued. Pick up checks and mail on October 1st.
October 15th	Attend Autumn Board Meeting.
