

Camden Alumni Association Board Member Duties by Position

Secretary	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Record minutes of all Board Meetings, and maintain the record in a format approved by the Board.
Ongoing	Maintain an up to date copy of the Association By Laws & Constitution on paper for distribution, on request, to active members.
Ongoing	Submit any pertinent alumni news or events to the Website Manager for inclusion in the Alumni website blog.
February 15th	Attend Winter Board Meeting
February 28th	Distribute Board minutes from Winter Board Meeting to Board members by email, and regular to those without access to email.
April 15th	Attend Spring Board Meeting
April 30th	Distribute Board minutes from Spring Board Meeting to Board members by email, and regular to those without access to email.
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 31st	Distribute Board minutes from Board Reorganization Meeting to Board members by email, and regular to those without access to email.
October 15th	Attend Autumn Board Meeting.
October 31st	Distribute Board minutes from Autumn Board Meeting to Board members by email, and regular to those without access to email.