

Camden Alumni Association Board Member Duties by Position

Treasurer	
<u>Completion Date</u>	<u>Task Description</u>
Ongoing	Carry out tasks assigned by the Board or President
Ongoing	Make timely deposits of funds to the bank account as they are received from the Registrar, on a monthly or semimonthly basis.
Ongoing	Disburse money for all Board-approved expenditures on order of the President.
Ongoing	Maintain a regular and accurate financial record of Association receipts and disbursements.
Ongoing	Maintain custody of all monies of the Camden Alumni Association.
Ongoing	Update the signature cards for all bank accounts as needed by obtaining the signatures of the current President and Treasurer as co-signers for all accounts.
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	Provide the President with a quarterly report of the Board bank accounts.
April 15th	Pay the annual permit fee to the post office before the annual mailing is delivered to the post office.
April 15th	Attend Spring Board Meeting
April 30th	Supply a check to the Printing & Mailing Vendor, payable to the Post Office, to pay for the bulk postage portion of the annual mailing by permit.
May 31st	Provide the President with an annual report of the Board bank accounts, suitable for inclusion in the Annual Meeting Program.
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
June 30th	Prepare an annual Association budget draft, in cooperation with the President.
July 15th	Attend Board Reorganization Meeting
August 31st	Provide the President with a quarterly report of the Board bank accounts.
October 15th	Attend Autumn Board Meeting.
October 15th	Generate and mail checks to all qualified Scholarship Recipients.
November 30th	Provide the President with a quarterly report of the Board bank accounts.