

Alumni Achievement Committee Chair
Job Description

Primary Responsibilities:

Alumni Achievement Award Committee Chair

- Shall solicit a minimum of five committee members.
- Shall solicit annual nominations for the Alumni Achievement Award and select the nominee to present to the Board of Directors for approval.
- Shall follow established guidelines for selection and recognition approved by the Board of Directors.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Verify nomination forms will be published in the Aurora
- Ensure Plaque in Camp Directors office is updated
- Ensure Award is prepared for recipient.
- Start planning for presentation of award to recipient.
- Solicit others to help in delivery of the award.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Ensure Alumni Achievement Award nominations are available during the Fall Fellowship.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Verify nomination forms will be published in the Aurora.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Verify nomination forms will be published in the Aurora.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Ensure that Alumni Achievement Nomination forms will be available during the Staff Week gathering.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Set date for committee meeting.
- Distribute nominations to committee.
- Contact Executive Secretary / President elect and confirm continuation or turnover of committee chair position.
- Review Web Page and recommend updates.

July Pre-Meeting:

- Preside over committee meeting and nominate recipient of the award.
- Present nomination to board of directors for approval.
- Present report at annual meeting.
- Review Web Page and recommend updates.

Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Maintain book of photos of alumni achievement recipients.
- Participate in telephone conferences and board meetings throughout the year.