

Open House Committee Chair
Job Description

Primary Responsibilities:

Open House Committee

- A) Shall consist of a committee chair appointed by the President and approved by the Board of Directors.
- B) The focus of the committee shall be to provide an event for members of The Association to re-unite in friendship and provide promotion and understanding of camp operations to parents of staff members, the local community, and other supporters of the Northern Lights Council camps.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Ensure the Open House dates will be published in the Aurora.
- Solicit members for the committee.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- 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.
- Ensure the Open House dates 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.
- Ensure the Open House dates 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.
- Prepare for Open House 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.
- Contact Camp Director and send letter to staff families inviting them to the Open House gathering.
- 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.
- Contact Executive Secretary / President elect and confirm continuation or turnover of committee chair position.
- Review Web Page and recommend updates.

July:

- Present a report during the annual meeting.
- Staff the Open House booth.
- Provide tours for parents.
- 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.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.