

**Staff Week Committee Chair**  
**Job Description**

**Primary Responsibilities:**

Staff Week Committee

- A) Shall solicit members for the committee to aid in the staff week gathering.
- B) The focus of the committee shall be to provide an event for members of The Association to re-unite in friendship and provide mentoring and support to the current year staff in cooperation with the Camp Director and his/her staff.

**Sequenced Responsibilities:**

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Ensure the Staff Week Gathering 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 Staff Week Gathering 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 Staff Week Gathering dates will be published in the Aurora
- Contact Camp Director and send letter to staff currently under contract inviting them to the staff week gathering.
- 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 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.
- Participate in Staff Week 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 Pre-Meeting:

- Present a report during the 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.
- 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.