

ELECTED POSITIONS

President

Attend meetings  
Schedule FHS Media Room admittance for the year  
Create meeting's agenda  
    Print agenda for attendees  
Assign positions / committees  
    If not enough people, do it yourself  
Assign mailbox maintenance

Vice President

Attend meetinngs  
Fill in for President

Treasurer

Attend meetings (with checkbook)  
Present accounting at meetings  
Keep check register balanced  
Accept donations  
    Direct Corresponding Secretary to send Thank You  
        letters with amount, account and address  
Disburse monies  
Make deposits

Recording Secretary

Attend Meetings  
Take detailed minutes of meetings  
Read & get approval of previous meeting minutes  
Type minutes  
File in "Meeting Minutes" binder and attach:  
    Meeting agenda  
    Receipts  
    All other pertinent information  
Type meeting attendance sheet/attach and file  
Maintain and keep meeting binders

COMMITTEE / APPOINTED POSITIONS

Advertising Committee

Secure ads for newsletter  
Secure ads for picnic flyer  
Maintain banner at Fraser's Fair's Beer tent  
    Picnic:  
Secure cable ad thru city  
Secure FHS rotating sign at entrance to include picnic date  
Place fliers at local business / organizations

Candy	<ul style="list-style-type: none"> <li>Purchase candy</li> <li>Secure locations for sales</li> <li>Maintain signage for each location</li> <li>Keep locations stocked</li> <li>Deposit / pass to Treasurer monies</li> </ul>
Corresponding Secretary	<ul style="list-style-type: none"> <li>Send donation thank you letters</li> <li>Send any other FHS correspondence</li> </ul>
Database	<ul style="list-style-type: none"> <li>Enter incoming classes</li> <li>Maintain new incoming data</li> </ul>
Newsletters	<ul style="list-style-type: none"> <li>Gather &amp; assemble articles</li> <li>Gather obituary data</li> <li>Arrange articles, data pictures for final printing</li> </ul>
Obituaries	<ul style="list-style-type: none"> <li>Post on Facebook</li> <li>Inform President for Agenda</li> <li>Inform website administrator</li> <li>Inform Newsletter editor</li> <li>Inform Database Administrator</li> </ul>
Picnic coordinator	<p>Before the picnic:</p> <ul style="list-style-type: none"> <li>Secure 2 pavilions for 2nd Sunday of August</li> <li>Schedule delivery &amp; pick up of tent, tables &amp; chairs</li> <li>Retrieve stored picnic supplies &amp; deliver</li> <li>Get \$200 in change -\$150 Singles &amp; \$50 in fives</li> </ul> <p>Pick up supplies &amp; retain for next year</p> <ul style="list-style-type: none"> <li>Check inventory listing</li> </ul> <p>Food manager</p> <ul style="list-style-type: none"> <li>Purchase food, drinks &amp;/or supplies</li> </ul> <p>NEEDED: Cook</p> <ul style="list-style-type: none"> <li>2-3 servers</li> <li>Menu Board</li> <li>Cash register</li> <li>Coolers</li> <li>Ice</li> <li>BBQ &amp; supplies</li> <li>Give money to Treasurer, day of picnic</li> </ul> <p>Auction / raffle manager - miscellaneous items</p> <p>NEEDED: Items to raffle</p> <ul style="list-style-type: none"> <li>Containers for each item's ticket</li> <li>Seller at picnic</li> <li>Tickets</li> <li>Give money to Treasurer, day of picnic</li> </ul>

50/50 manager

NEEDED: Tickets

Sellers at picnic

Money collector

Drum to draw

Give money to Treasurer, day of picnic

Registration

Before the picnic:

Write articles for newsletter:

Picnic information

Asking for musician volunteers

Email letter asking for registration desk  
volunteers

Email letter to alumni musicians to volunteer to  
perform at picnic

Make schedule for volunteers

Make list of duties for volunteers

Make ALL signs for picnic and registrations

Create, print & maintain registration forms

Make committee name badges to be worn at  
picnic

At the picnic:

Responsible for money received at  
registration desk

Give money to Treasurer, day of picnic

Make sure every alumni completely fills out  
registration form

Make sure there are enough writing utensils

Responsible for "door prize" tickets which are given  
to each and only alumni

Secure & display door prizes

Make sure everyone on registration form has a  
name tag - worn at all times

Responsible to obtain information (name, year  
graduated, and email address)  
for ALL picnic volunteers

Make and hand out "I Volunteered" stickers to ALL  
volunteers

After picnic:

Write Thank You Letters and email to:

All volunteers

Musicians

Type Picnic Reports

Pg 4

Report at next meeting to include:

Attendance, by year

Proceeds, by detailed  
accounts

Volunteer List (also given to person who writes an  
article for the newsletter)

Maintain supplies and list – gray bin

Grand Raffle (IE TV, BBQ, \$500, Frankenmuth certificate)

Purchase grand raffle prize

Secure numbered tickets

Create Flyers

Distribute flyers

Distribute tickets for pre-sales