

Fall Fellowship Committee Chair
Job Description

Primary Responsibilities:

Fall Fellowship Committee

- Solicit members for the committee.
- The focus of the committee shall be to provide an event for members of The Association to re-unite in friendship and to provide service to the facilities and/or personnel of Northern Lights Council Camps.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Ensure the Fall Fellowship 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.
- Prepare for 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.
- Participate in Fall Fellowship Gathering.
- 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.

Fall Fellowship Committee Chair
Job Description

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Ensure the Fall Fellowship 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 Fall Fellowship 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.
- 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.

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.

Fall Fellowship Committee Chair
Job Description

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.