

USA Alumni Association Job Descriptions 5/2017

Non-Voting Assistants: **Alumni Weekend Coordinator (aka Weekend Coordinator)**

- Term: Five Years, may be served in consecutive terms
- Position Appointment: Nominated by President, Comm Dir or Academy Liaison and voted in by Executive Committee
- Voting Power: none
- Resignation: 6 months prior to official end-date, to train successor, when able.
- Structure: Takes direction from the President and is responsible to keep him/her informed.
 - Coordinates with the Academy Liaison

Weekend Coordinator's Responsibilities include, but are not limited to:

1. Supervises all logistics by managing each event with checklists and troubleshooting, possibly using a "checklist event manual" from year to year with deadline dates to accomplish tasks.
2. Contacts local hotels for group rates for alumni staying Alumni Weekend.
3. Ensures and assesses that proper materials (count/need to order) for Alumni Weekend is given to President once honor year numbers are identified by the Membership Secretary to be used for ordering name tags and ribbon supplies.
4. Coordinates with the President and Project Manager pertaining to any props or set up needs for the weekend.
5. Produces the bulletin and oversees that it is sent to the printer on time; and coordinates that it arrives at the Academy through the Academy Liaison.
6. Manages signage throughout the community and campus for alumni weekend including elderly parking, registration, welcome banners are hung, and honor class signage for the pews and the banquet, etc.
7. Coordinates with the Executive Secretary for additional alumni packets and materials needed for the Weekend or Annual Meeting.
8. Contacts the Academy Liaison for flowers, menu planning, costs, times, and meal tickets arrangements.
9. Coordinates the alumni weekend banquet supplies such as chairs, tables, table cloths, decorations, and paper goods and cutlery.
10. Presents to the Executive Committee any suggestions for improvement for the following year, within 2-4 weeks of the event.
11. Plans for the banquet donation basket and suggestion box strategies.
12. Identifies water stations and procuring supplies with the Academy Liaison person.
13. Plans and delegates set up and cleaning volunteers for the Alumni Weekend.
14. Coordinates with an Honor Year Class (50th usually) to provide pizza party for the Seniors and purchase Flowers for the church service. Weekend Coordinator to price check and order and arrange pick-up as needed.
15. Keeps all receipts and develops a budget for alumni weekend expenditures for the Treasurer. Passes by all costs prior to making purchases with Academy Liaison and/or President.
16. Develops a community of volunteers to assist in above duties, may also call upon Member-at-Large A & B for extra assistance, as needed.