

3. What year did you graduate from CHS and what has been your involvement with CHS during the past years(s)?

4. What skills or talents do you feel you can bring to the Alumni Board that would strengthen the organization? (...graphic design, computer, organizational or personal skills...)

5. List any community organizations you have been involved with in the past and your responsibilities within the organization.

6. Please list any leadership positions you have held in the past.

7. Please list education/professional qualifications:

<i>DEGREE</i>	<i>COLLEGE/ UNIVERSITY</i>	<i>YEAR</i>	<i>PROFESSIONAL ORGANIZATION</i>	<i>TITLE</i>	<i>YEAR</i>

Regular Meetings:

1. CHS Alumni Executive Board meetings will be scheduled as necessary.
2. Board members will be expected to help promote membership in the Community throughout the year.
3. Are you available to meet as a Board during the school year?
4. List the days and times during the year that are most convenient for you to hold our meetings:
DAY _____ TIME _____

Other Responsibilities:

1. Board members will be expected to participate in events sponsored by the Alumni Executive Board which support the students at Clearfield High School.

CHS Executive Board Position and responsibilities are as follows:

CHS ALUMNI EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES

*There are 10 positions on the board. Please number the top five positions you would be interested in, one being the most interested and five being the least.

PRESIDENT

Responsible for overseeing all executive board members' activities and provides help with projects and events. The President works closely with the Administration presides over regular board meetings and compiles the agenda for each meeting. He/she works with the SIP (School Improvement Plan) committee, holds an active position on the SIP Committee and provides report to all Alumni Association Executive Board meetings.

EXECUTIVE VICE PRESIDENT

Attends regular CHS Executive Alumni Board meetings, is second in charge to the President, is responsible for taking over duties the President is unable to complete or needs to delegate. The VP serves as a liaison between the school and future Alumni members. They are the chairperson to the Alumni Scholarship Committee and coordinates annual Alumni scholarship presentations at the CHS Awards Assembly.

SECRETARY

Attends presidency meetings, takes attendance, records minutes at meetings and contacts missing members with assignments, news, etc. He/she reminds members of upcoming events via emails or phone and celebrates Executive Board birthdays and sends board member birthday cards.

HISTORIAN

Creates an Alumni newsletter to be published on the school website. He/she develops a link on the school Web Page and keeps the link updated regularly. The Historian will work with the Senior Class President to add graduates to the data base and any other info regarding graduation which will be put on the Web Site. They will also take pictures of events, save newspaper clippings and flyers, etc. in a CHS History book

TREASURER

Responsible for monitoring budgets for all other board members, works closely with Membership Vice President to track new members and works closely with the President to reconcile income/expense report for each event.

PUBLICITY CHAIR

Post all activities on the CHS Alumni Association master calendar. Identify new means to inform the community and students of the activities of the Alumni Association and finds new methods to promote those activities. He/she creates a PR/Advertising committee to help plan advertisements for the year, works with the Membership Vice President to create a brochure/newsletter. They write press releases for large events such as Homecoming, etc., meets with other chairs from each committee to coordinate events, prepares logos and graphic designs for each event with help of committee requesting logo and helps committees advertise for upcoming events.

SERVICE CHAIR

Plans service projects for the year for CHS students to participate in; helps advertise service projects on CHS campus and works closely with the Administration.

CHS TRADITIONS CHAIR

Oversees and coordinates meetings with the assistance of the Alumni Association and works with the Homecoming Committee to plan Alumni Homecoming events.

MEMBERSHIP VICE PRESIDENT

Responsible for recruiting new members to the Clearfield High School Alumni Association, promotes awareness of the CHS Alumni Association and finds and recruits new members to join. He/she is responsible for arranging for recruitment tables at Parent Teacher Conferences, sporting events, etc. throughout the year, fosters member's participation in Alumni Association activities and checks to see that they are satisfied with their membership. They are responsible for keeping contact with members, makes membership packets and sends birthday cards to all members and works with Historian to add new members to the CHS Alumni Association through using Harris Corporation database software.

Thank you for your time in filling out this application and showing an interest in being a part of the Clearfield High School Alumni Executive Board of Directors for this year!