



## EVENT / PROGRAM CHAIRPERSON DESCRIPTION

Available at: [www.ahfbaltic.org/alumnae](http://www.ahfbaltic.org/alumnae)

### Alumnae Association

54 West Main Street, P.O. Box 691  
Baltic, CT 06330 USA

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The Chairperson of Standing Committees or Special Committees are appointed by the President and shall have the following responsibilities:

1. The Chairperson shall be an advocate of the association's mission to promulgate the activities and goals of the Academy of the Holy Family.
2. The Chairperson of any standing or special committee shall attend the Board of Directors meetings and report on the activities of the committee.
3. The Chairperson of any standing or special committee shall prepare the Calendar of any event / committee meetings, the responsibility of each committee member for a particular event, and will contact / supervise each member's responsibility to be sure tasks are completed on a timely basis for the event to go forward to completion.
4. The Chairperson will consult with the Board Officers if problems are encountered so the project can be kept on track. If a member with a responsibility requires help, the Board should be notified to be sure that help is given.
5. If the Chairperson is unable to attend a Board of Directors meeting, the Chairperson shall submit a written or e-mailed status report to the Secretary of the Board, of activities pertaining to the event.
6. The Chairperson will recruit members of the organization for help to reach the goals of the event.
7. The Chairperson will be ultimately responsible for turning in the monies collected at the end of the day's events. A form will be completed by the Chairperson to be forwarded to the Academy of the Holy Family office showing profits made during the event.
8. The Chairperson of the event shall collect receipts to be paid from the profits as soon as reasonably possible. No reimbursements or bill will be paid without an invoice or receipt attached to a Voucher for Reimbursement or Payment. Those will be found in the Alumnae section of the AHF website under **Forms**.