

**Benjamin Franklin High School
Alumni Association
Committees and Directors**

Class Representatives

- Attain and activate Class Representatives for each Franklin class
- Coordinate between the Class Representatives and the Board of Directors

Communications

- Call and/or email Board Members and remind them of the Board meetings
- Send notices of our meetings to *Gambit*, *City Business*, and *The Times Picayune*
- Prepare any publicity materials for the Alumni Association
- Produce yearbook and homecoming program ads

Database

- 3 data entry tasks:
 - Dues payment processing
 - Update addresses, phone numbers, email addresses, etc.
 - Add new classes as they graduate
- Print reports, labels, etc. as needed

Endowment

- Start preparations for the Franklin Endowment Fund

Finance

- Create the budget and present it to the Board for approval
- Be responsible for dues solicitation
- Make sure we comply with IRS regulations re: filing Form 990, mailing letters to donors of \$250 or more, and compliance with other IRS regulations
- Long-range financial planning

Gift to School

- Disseminate information within the school on the Gift to the School application process
- Review all proposals for funding
- Bring suggestions before the Board for final approval
- Work within the budget guidelines
- Obtain reports from gift recipients
- Keep records

Key Award

- Work with school administrators in receiving nominations for the Key Award
- Present nominee files to the Board for selection of the winner
- Present the award at the annual graduation with the incoming Alumni Association President
- Keep historical records

Lertora Award

- Meet and get to know Dr. and Mrs. Lertora
- Work with the Lertoras when fund raising efforts should be made
- Distribute the packages for the award, and follow the process through to its completion
- Provide a Statement of Activity for the Lertora Fund (money received, from whom, and how the money was spent)
- Keep historical records

Newsletter

- Work with reporters, writers, editors, typesetters
- Gather the information, write and edit the newsletter
- Work with the printer in design and lay out
- Be responsible for its mailing

Nominating

- Make and receive suggestions for Board Members and officers
- Contact nominees to find out if they would accept the position
- Present slate to the Board and general membership at the Annual Meeting to be voted on
- Fill vacancies as they arise
- Keep records of past directors and officers

Parents Association Liaison

- Attend Parents Association meetings
- Attend our Board meetings and update us on what the Parents Association is doing

Reunion

- Be the contact person for all classes planning reunions
- Tell each class about the seed money
- Obtain an updated class list
- Report on what reunions were held
- Ask someone to write an article for the newsletter

Special Events

- Plan the Annual Meeting, Holiday Party, and any other special events
- Bring the refreshments to each Board meeting
- Order the homecoming shakers
- Keep records of location, cost, number of attendees, copies of contracts, etc.

Web Site

- Plan, maintain and update our web site

Note: Directors will hold these positions for one year.