

## Alumnae Association Board

### *The Mission of the Holy Names High School Alumnae Association*

*To preserve interest in all that concerns Holy Names High School. This Organization is a non-profit, unincorporated association. Its aims are to preserve, promote and strengthen the welfare and best interests of Holy Names High School and her students. All graduates are encouraged to unite their efforts to forward the mission of Holy Names High School.*

### Board Roles & Responsibilities

A single term as a member of the Holy Names Alumnae Board is two fiscal years, beginning in August of the year of appointment and ending in July two years later. Board members are accountable for the following roles and responsibilities:

- Act as an ambassador for Holy Names at all times
- Serve as hostess/support person for at least two alumnae-sponsored events.
- Attend monthly Board meetings throughout the year; when absence is unavoidable, notify the Alumnae Office two days ahead of the scheduled meetings
- Assist in planning and organizing upcoming alumnae events
- Attend the Board annual kick-off and year-end dinners.
- Participate in the Holy Names Phone-a-thon as a caller on scheduled dates.
- Recruit other non-Board alumnae, to act as callers at the Phone-a-thon
- Assist in maintaining your class roster as able
- Serve as point person for all reunion activities scheduled for your class
- Contribute class updates to the *Monarch*.
- Provide a financial gift to the Annual Giving Campaign.

**BOARD MEMBER PARTICIPATION**  
**Crab Feed**

1. Jointly prepare a basket or other item for the Silent Auction/Raffle
2. Solicit auction items where possible
3. Assist in welcoming and checking in guests (6)
4. Sell HNHS glasses (2)
5. Sell other direct sale items (1)
6. Informal event photography

## BOARD MEMBER PARTICIPATION

### Homecoming

1. Awards Committee
2. Assist with table arrangements/décor in cafeteria
3. Provide/solicit volunteers to make bakery-quality/home-made desserts
4. Assist in welcoming and registering guests (6)
5. Sell HNHS glasses, cards and other memorabilia (4)
6. Assist with set-up
7. Assist with clean-up
8. Informal event photography

**BOARD MEMBER PARTICIPATION**  
**Senior Send-Off Luncheon**

1. Welcome
2. Serving
3. Young Alum “What I am doing now” – career presentation
4. Assist with clean-up
5. Informal event photography