



AAB COMMITTEE DESCRIPTIONS

(It is presumed that the committee chairs and committee members will be coordinating with the alumni relations coordinator. It is also presumed that each committee will adapt their committee as needed and in conjunction with the alumni relations office and the guidelines of Nolan Catholic High School.)

- **Alumni Connections**

- Class Agents
 - Initially explain purpose of a class agent
 - Information gatherer and dispenser
 - Finds reunion coordinator(s)
 - Coordinate yearly meeting
 - Choose new class agents and replacements with alumni relations coordinator
- Web Page
 - Update with information sent from alumni and alumni relations coordinator
 - Regularly as reunions are announced and other information made available

- **Campus Connections**

- Theatre Night
 - Coordinate with director of spring musical and Theatre Nolan booster club
 - A procedure manual is available for this event.
- Art Display
 - Coordinate with art teachers re time and refreshments for reception
 - Contact and recruit alumni re their artwork, pick up and return if necessary
 - A procedure manual is available for this event.
- College Reality Check for Juniors and Seniors
 - Forum for juniors and seniors to discuss college life with current college students who are NCHS alumni

- Juniors meet with panelists in auditorium while seniors eat lunch in the gym
 - Half way through time designated, classes switch venues
 - Coordinate with alumni office to solicit freshmen through seniors in college as panelists
 - Coordinate with guidance office re topics
 - Coordinate with academic assistant principal re time, place
 - Update topics for panelists
 - Provide lunch for juniors, seniors, teachers, panelists
 - A procedure manual is available for this event. (Currently being updated by most recent chair.)
 - With alumni office, choose parent of last graduating class to chair event.
- **Special Events**
 - Homecoming
 - Coordinate all activities
 - A procedure manual is available for this event.
 - Soccer Games
 - Coordinate with current soccer coach and athletic office re time and details
 - Set up invitations and mailing/e-mailing
 - Refreshments, t-shirts, sign-in sheets
 - Recruitment of alumni players
 - A procedure manual is available for this event.
 - **Hall of Fame** Tom Kleuser will chair this committee.
 - Hall of Fame
 - Solicit nominations, discern inductees, coordinate ceremony
 - A procedure manual is available for this activity.

NOTE:

- All activities will be chaired by a member of the alumni association board.
- The Alumni Relations Coordinator will work closely with all the committees to facilitate events and activities.
- The chair of the committee's responsibility is to make sure that the tasks/events take place. In other words, they will make certain that there is a chair of the event or the task with whom they will coordinate to make sure that the event/task are completed. It does not prohibit them from being the chair of the event/task if they choose to do that.

5/3/10