

INFORMATION CHAIR

October

- Review evaluations
- Prepare a report on activities as Information Chair for the Board and Faculty summary meeting
- Attend the Board summary meeting
- Present any changes or recommendations to the Board for approval
- Review and update the website

November

- Review and update website

January

- Receive guidelines from the NEMCIA Executive Board on what is to be included in the handbook that will be posted to the website
- Review and update the website

February

- Request the “Letter of Welcome” from the Board Chair
- Review and update the website

March/April

- Notify NEACTC Webmaster to email membership with a link to NEMCIA&A website for current information on Institute and Academy
- Develop an Ice breaker for Orientation designed to lighten the mood and allow attendees to mingle
- Email Information Packet to the Board and Faculty
- Add Information Packet for both Institute and Academy students onto website
- Review and update the website

May/June

- Collect from Curriculum Chair any “pre-work”
- Prepare separate email packages for all Institute Year and Academy students, email packages to students and /or the class advisor.
- Create photographic display board or photo album
- Review and update website

Week of NEMCI&A

- Work with Food & Banquet Chair to finalize Welcome Reception
- Assist during registration / orientation meeting.

After Institute

- Update NEMCI&A Website with new officers and/or terms to expire.
- Review and update website

PACKET CONTENTS:

1. Letter of Welcome
2. Handbook
3. Directions to host school
4. Directions to Graduation
5. Phone Instructions for Family
6. Campus map
7. Picture Display Request
8. Press Release
9. Institute Evaluation
10. Invitation to Class Party
11. Invitation to Welcome Reception
12. Pre-work if assigned
13. List of all students
14. Sexual Harassment Policy
15. Anti-Bullying Policy
16. Medical Release Form
17. Press Release