

## GRADUATION CHAIR/YEAR 3 ADVISOR JOB DESCRIPTION

### October

- Review evaluations
- Prepare a report as Graduation Chair/Year 3 Advisor for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting
- Bring a USS containing copies of templates and forms to Board/Faculty meeting
- Present any changes or recommendations to the Board for approval

### February/March

- Contact Class President-determine class party theme.
- Request flyer
- Begin dialogue with class regarding class party preparations
- Work with Class President & Food/Banquet Manager at host site for food and other arrangements
- Remind Class President to arrange for music (DJ typically hired)
- Begin dialogue with class regarding music for graduation
- Most classes chose to bring their own music (iPod or MP3 player)
- Advise class that a photographer is not provided for graduation-they must make arrangements if they want pictures taken

### April

- Determine the color of tassels class would like and order from Tassel Depot unless there are enough on hand from previous years (check supplies)

### May

- Ask if the class will be giving a gift to NEMCI&A, who will present this gift, and who will be the Class Speaker-this information is needed for the graduation program. You will also need the three students' names for the exit briefing
- Update graduation invite list. Verify State Association Presidents with NEMCI Board members
- Send written graduation invitations, including a reply card, to the following people. (NEMCI pays for their meals and lodging):
  - Herman Rose
  - Doris Paquin
  - IIMC Executive Director
  - IIMC President (ask them to speak at graduation and if they will need accommodations)
  - IIMC Region I Directors
  - NEACTC President
  - All State Presidents

- Lisa & Lou Pagano from LL Data Designs (if scholarship is awarded)
- Give number of invited guests who reply to Banquet Chair.

## June

- Prepare graduation program and email to the Board and the Graduating Class for proofreading
- Make changes to program as necessary
- Buy paper for graduation programs

## July

- Give Secretary the list of Year 3 students so she can prepare graduation certificates
- Check with Class President to determine Class Speaker for graduation-make sure the Class Speaker works with speech professor for assistance and suggestions
- Print graduation programs before leaving for NEMCI&A

## Week of NEMCI&A

- Assist Registration Chair during registration
- Be available to graduating class all week
- Meet with Year 3 directly after Orientation:
  - Inform Class President that 3 students will be needed to do an exit briefing
  - Brief class on events during week at NEMCI&A
  - Explain awards process
- Give each class member the 3 scholarship forms: Clyde McKee, Lobster Award, Paquin Scholarship. (Note: General Code scholarship does not have a form, since it is given to the runner-up of the Paquin Scholarship. General Code scholarship is \$250-a form is created and given to student at graduation)
- Inform Class President that the class must return scholarship forms to you, with the President's signature on the scholarship forms, no later than **Tuesday at noon**
- Give the class information regarding Academy classes and the process for achieving CMC designation
- Ask Year 2 Class Advisor to get the names of flag bearers. Year 2 provides flag bearers for the American flag and six New England States (if there's a New York graduate-a flag bearer should be available). If possible, State flags should be carried by a student from each State
- By Tuesday noon, collect scholarship forms from class. Determine winners and give information to Secretary and the Chair for certificates.
- Complete graduation programs. Put tassels on
- Arrive at graduation venue early to make sure everything is set up. Place graduation programs at each place setting
- At graduation ceremony, call for the "Posting of the Colors" and begin the "Pledge of Allegiance".
- Introduce the NEMCI&A Chair.

Adopted by the NEMCI&A Board on: August 5, 2015