

Graduation Chair/Year 3 Advisor Job Description

October

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

February/March

- Contact Class President to determine class party theme.
- Request party invitation 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).
- Remind the class that class and state photos will be taken at the graduation banquet; but that a photographer is not provided for the graduation ceremony. Graduates 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, determine 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&A 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 for can prepare graduation certificates.
- Check with Class President to determine Class Speaker for graduation. Make sure the Class Speaker works with speech instructor for assistance and suggestions.
- Print graduation programs before leaving for NEMC&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 noon.
- Give the class information regarding Academy classes and the process for achieving CMC designation.
- Work with local florists to provide flowers for graduating class. Females carry a flower and the men wear a boutonniere.
- 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 and add tassels.
- Organize State, Class, Staff and Board photos at graduation banquet.
- 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

Amendments approved by NEMCI&A Board: October 13, 2018