

INFORMATION CHAIR

The purpose of the information chair is to maintain NEMCI&A information flowing to the New England clerks throughout the year, to keep clerks' focus on NEMCI&A, and to provide news and information to students for use before and during NEMCI&A. The Information Chair supports the Development Chair as needed as well as the NEMCI&A Chair in writing and distributing NEMCI&A news and announcements.

October

- Review evaluations
- Present any changes to job description to the Board for consideration and approval
- Prepare recommendations to be discussed with entire Board.
- Attend the Board Retreat (call of Chair)
- Review and update the website
 - Contact info
 - Update photos
- Post periodically to Facebook
 - Save the date
 - Scholarship reminders

November

- Review and update website
 - List newly elected officers
 - Review due dates for scholarships, registration, etc.
 - Remove stale material; note where information may be “coming soon”
- Assist Chair in preparing press release for NEACTC quarterly newsletter
- Post periodically to Facebook

January

- Work with Development Chair, as needed, to update handbook documents
- Review and update the website
 - Verify board information and update website
- Post scholarship reminders to Facebook
- Email IIMC, NEACTC webmaster; scholarship reminders
- Email NEMCI&A Board members, asking that they distribute scholarship info to their state membership in whatever way they deem effective
- Be sure to include a contact from New York

February

- Request the “Letter of Welcome” from the Board Chair
- Email “Save the Date” reminders to participants from the prior year; link to the registration forms on the website.
- Assist Chair in preparing press release for NEACTC quarterly newsletter, if needed
- Review and update the website
 - When available, post handbook and all documents and attachments
 - Update manual as needed
- Post periodically to Facebook
- Being weekly (bi-monthly?) email to State contacts, NEACTC and IIMC

March/April

- Notify NEACTC Webmaster to email membership with a link to NEMCI&A website for current information on Institute and Academy
- As deadline approaches, continue reminders to all potential students
- Email Information Packet to the Board and Faculty
- Add Information Packet for both Institute and Academy students onto website
- Review and update the website
- Posts and reminders on Facebook

May/June

- Assist Chair in preparing press release for NEACTC quarterly newsletter, if needed
- Collect from Curriculum Chair any “pre-work”
 - Post to website
 - Distribute to class advisors if necessary; they will disseminate
- Email Institute Year and Academy advisors;
 - Provide information for student .
- Contact faculty
 - Send or link to handbook
 - Provide link to manual
 - Reminders for sexual harassment, bullying policies; photo release, and medical forms due at registration
 - Invite to Monday dinner with Board (each person pays their own way)
 - Invite to Wednesday party
- Create photographic display board, photo album or slide show
- Reminders to faculty/class advisors about arrival time, class start time and departures times. Ask advisors to share reminders with students.
- Review and update website

Week of NEMCI&A

- Assist during registration/orientation meeting
- Be prepared to lead campus tour for upper class students if needed
- Prepare a report on activities as Information Chair for the board and faculty summary meeting
- Update website (thanks and acknowledgements, dates for following year NEMCI&A, photos from current year)

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. Invitation to Class Party
10. Pre-work if assigned
11. List of all students
12. Sexual Harassment Policy
13. Anti-Bullying Policy
14. Medical Release Form
15. Photo release
16. Press Release

Approved 10/13/2018