

## **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 Summary Meeting (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 instructors.
- 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 and Academy advisors.
  - Provide information for students.
- Contact instructors.
  - 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 instructors and 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 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. Invitation to class party
9. Pre-work if assigned
10. List of all students
11. Sexual harassment policy
12. Anti-Bullying policy
13. Medical release form
14. Photo release
15. Press Release

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