

## **ABE Task Descriptions**

### **Secretary**

- **Prepare Meeting Agenda. Coordinate with Co-Chair to make sure all items needed to be covered at the meeting are on the agenda. Type agenda, make copies for meeting.**
- **E-Mail Committee a reminder about date, time and place of ABE Meeting.**
- **Attend all ABE Meetings, take notes or record meeting and prepare meeting minutes. Review minutes with Co-Chair. Make changes and email minutes to Committee.**
- **Update ABE Contact List and distribute to Committee.**
- **Communicate by email or by phone with Committee members on any issues or items that need to be resolved.**
- **Coordinate the contract and luncheon details with Co-Chair and the Antlers Hotel.**
- **Order all the office supplies needed for mailings and luncheon.**
- **Prepare the timeline for the printing and mailing of the Save-the-Date Flyer, Nomination Forms and Letter and the Invitations.**
- **Prepare all ABE correspondence for Co-Chair.**
- **Write thank you notes.**

### **Treasurer**

- **Prepare the financial and scholarship reports for the ABE Meeting.**
- **Prepare all the invoices and checks to be paid.**
- **Coordinate signatures of checks with Co-Chair and Treasurer.**
- **Copy all the checks received from luncheon reservations.**
- **Deposit all the checks received from luncheon and scholarship donations.**
- **Review monthly bank statement to make sure deposits are correct, checks have cleared and balance is correct.**

### **Save-The- Date Mailing**

- **Coordinate all the updates to the mailing list with the different school district teachers.**
- **Research any other updates needed to the mailing list.**
- **Make all the changes to the excel mailing list.**
- **Pick up the Save- The- Date Flyer from the printer.**
- **Print the mailing labels for the mailing.**
- **Coordinate the stuffing envelopes and distribution of the flyers with the Committee Members.**
- **Coordinate the US mailing of the flyers with the mail distribution service.**

### **Nomination Form Mailing**

- **Coordinate and make any changes to the nomination form and cover letters.**
- **Coordinate with the Mary Lou Anderson Scholarship Committee to make sure their letter and nomination form is ready to be copied and included in mailing.**
- **Coordinate with a volunteer the copying of all the forms and letters.**
- **Print the mailing labels for the mailing.**
- **Coordinate the stuffing envelopes and distribution of the nomination forms with the Committee Members.**
- **Coordinate the US mailing of the nomination forms and letters with the mail distribution service.**

### **Invitations**

- **Coordinate any changes to the invitation**
- **Coordinate the printing of the invitation with D11 Print Shop**
- **Pick up invitations from D11 Print Shop.**
- **Print the mailing labels for the mailing.**
- **Coordinate the stuffing envelopes and distribution of the invitations with the Committee Members.**
- **Coordinate the US mailing of the invitations with the mail distribution service.**

### **Nomination Selection**

- **Organize all the nomination packets for the Selection Committee.**
- **Prepare all the letters and invitations to the winners, non winners and nominators.**
- **Coordinate all the winner information with Malcolm McCollum (Editor) for the Program Book.**

### **Program Book**

- **Coordinate all the inputs to the Program Book with Malcolm McCollum (Editor).**
- **Coordinate with Skip Mundy (designer) any changes to the design and layout of the Program Book.**
- **Coordinate the printing of the Program Book with D11 Print Shop.**
- **Pick up the Program Books from D11 Print Shop.**

### **Reservations**

- **Answer all phone inquiries about reservations.**
- **Take reservations over the phone.**
- **Receive and open all RSVP cards and checks.**
- **Make copies of all RSVP cards and checks.**
- **Coordinate all the RSVP cards and phone reservations with person handling reservations and table assignments.**
- **Coordinate all comp lunches and special seating requirements with person handling reservations and table assignments.**
- **Deposits reservation checks.**
- **Give final reservation count to Antlers 48 hours prior to luncheon.**
- **Give table names and head table names to person making Table Signs.**
- **After luncheon, follow up getting late luncheon payments.**
- **Prepare Luncheon Report for Committee**

### **Day of Luncheon**

- **Help set up reservation table.**
- **Make sure ballroom is set up correctly. Coordinate with head waiter and banquet manager at the Antlers. Coordinate with sound system people.**
- **Review Luncheon invoice and coordinate payment.**

### **After Luncheon**

- **Reserve date for next year's luncheon with Antlers.**
- **Update ABE Award History Report.**
- **Write luncheon thank you letters.**
- **Meet with Committee to go over Pros and Cons of Luncheon.**