

# APPENDIX ONE

## W. A. Pattillo High School National Alumni Association, Inc. Standing and Special Committees

<u>Committee</u>	<u>Chair</u>	<u>Responsibilities</u>
<b>Archive</b>	Florence A. Armstrong	To gather and preserve information and artifacts pertaining to the history and development of the association and to generate interest in the preservation of its principles for future generations through ongoing projects.
<b>Benevolence</b>	Minnie Pitt-Pierce	To acknowledge serious illness and loss to any member of the alumni community and offer condolences and get-well expressions as appropriate. To act as a liaison to churches when called upon to assist with its projects and needs.
<b>Bylaws/ Policy</b>	Jack Mathewson	To review current Bylaws and Policy Manual to identify and recommend changes to conform to current policy, procedure, sound governance doctrine as to conform to effective management of the association. To provides oversight for the effective management of the association through routine review of current policies; development of new policies; and monitoring of state statutes impacting association policies.
<b>Finance</b>	Veronica J. Bradley	To provide financial oversight for the organization. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.
<b>Hall of Fame</b>	Stellyne B. Curtis	To set guidelines to help in determining the types of persons to be nominated for any type of meritorious service awards or for induction into the W. A. Pattillo High School National Alumni Association Hall of Fame. To review all nominations made and present their recommendations to the Board of Directors for approval.
<b>Membership</b>	Ruby Williams	To promote membership growth and retention in the association. Maintain and update an official and central database. Maintain membership files of all members including paid members, nonmembers, honorary members and any other categories of membership.
<b>Recruitment &amp; Nomination</b>	Joanne J. Jefferson	To lead the recruitment and nomination activities of the association that will assists the Board of Directors in electing directors, officers and appointing chairpersons with the interest and expertise to govern, administer and direct the program activities of the association.

<b>Program</b>	Lois C. Hinton	The committee will be responsible for developing and directing programming activities for the association between Annual Reunions that provide wholesome entertainment and involvement of alums and community members at large. An overarching objective of this committee will be to raise operating funds for the association. The committee's objective is to develop program themes, activities and forums designed to meet the social and enlightenment needs of persons in Edgecombe County and beyond.
<b>Public Relations</b>	Cynthia Dockery	To assume oversight of all official publications and all components of technology (in house or vendor produced) that serve to promote and enhance the alumni association. This would include their design, review, and validation. Platforms would include all forms of Social Media ensuring state of the arts designing, regulations and management. Also, it will ensure the existence of components of videography and photography.
<b>Reunion</b>	TBD Annually	To promote school and family unity and continuing fellowship through an Annual Reunion. Further to present multiple activities that will create a supportive atmosphere for members as they strive to recapture the nostalgia and joy of their schools and school careers.
<b>Scholarship</b>	Charlotte Privott	To set eligibility and selection requirements that take into account merit and need. Establish application processes, marketing and outreach tools to publicize the opportunity for scholarship awards. To establish application, evaluation and recipient selection procedures for qualified students pursuing post-secondary higher education.
<b>Logistics</b>	Charles Lyons Melvin Betrand	To interface with the different committees and the administration of the association to spearhead the logistical requirements for events and activities. This would include logistical functions before, during and after events. To that end the committee will affect plans and procedures that will insure time and motion to enhance each activity or event.

*~Nothing Follows~*