

Advisory Board Responsibilities

These positions need to be assigned at the end of each semester because much of this needs to happen the very first weeks of school.

Head Board Member: Creates agendas for board and group meetings, make sure they run smoothly
-including Lunch with Deans!
Sets date for 1st board meeting, contacts all scholars (see if interested in joining Board), contacts current Board members
Help collect information for WM1 (see below)
Assign duties, semesterly
Forward ALL Event Emails

Webmaster 1: Keeping WM2 informed!
- CoT/CoD Calendar
- All Information from CoT and CoD emails, job board outside CoT student services, DesignLink and your faculty! Pay attention to the events, competitions, etc. from previous meetings and emails
- Newsletter until site is up and running
Passing out and collecting new scholar profiles
AnniAlbersScholars@gmail.com WEB DESIGN Label

Webmaster 2: Main member in charge of updating data on the Anni Albers Webpage
- Post Jobs/Internships
- Upcoming Events
- Calendar
- Featured Scholars
- Members, Alumni, Board (from Scholar/Alumni Rep)
- Updating current scholar profiles...if they ask for this to be done
AnniAlbersScholars@gmail.com WEB DESIGN Label

Secretary: Keep and distribute Minutes after all meetings so that follow-up may be prepared.
Check off semesterly requirements (through AAS gmail account)
- Keep a record of these requirements
- Meeting Attendance: you must be notified PRIOR to a meeting in order to be excused.
- 1 on-going University/College Activity (organization, club, sport, etc...)
- 2 Cultural/Professional Events (exhibitions, plays, lectures, industry visit...)
- At the end of each semester scholars will be asked to submit a paragraph on the organization and 2 events related to the Anni Albers curriculum that they participated in during the semester.
- Report to faculty if scholar is not meeting requirements
AnniAlbersScholars@gmail.com CONCERNS Label

Scholar/Alumni Rep: Updates Contact list, semesterly
- information from faculty at both colleges
Update "Groups" on AnniAlbersScholars@gmail.com
- Alumni!

Reports Contact records to WM2, to update online
Work w/WM2 to have updated Scholar/Alumni Profiles online
Contact Alumni about events they are invited to. Ex: End-of-Semester Get-To.
AnniAlbersScholars@gmail.com RECORDS and WEB DESIGN Label

- Recruitment: Assign scholars to visit T101 and ADN101 classes
Make sure we are represented at University Open House in the fall: on Main (gym or Talley) as well as in Leazar/Brooks.
Make sure we are represented at CoT Open House in the spring
Recruit to high schools, through CoT?
Use your imagination!
AnniAlbersScholars@gmail.com FUTURESCHOLARS Label
- Peer Relations: Matches current scholars with new scholars at the beginning of academic year
- contact information from Scholar/Alumni Rep
AnniAlbersScholars@gmail.com FUTURESCHOLARS and RECORDS Labels
- Book Exchange: Send multiple emails at the end and beginning of each semester for requests through AAS gmail account
Share w/WM2 and put link online
AnniAlbersScholars@gmail.com BOOK EXCHANGE Label
- Faculty: Pick required meeting dates at the beginning of each semester w/Board
Organize Lunch with the Deans location, meal, and date
1 from EACH College to oversee Advisory Board and be primary contact
Work directly with Recruitment (see above)
Make sure GPA requirements are being met
Work with Secretary to deal with Scholars not meeting requirements
Send announcements and events to gmail account
AnniAlbersScholars@gmail.com ANNOUNCEMENTS, LUNCH WITH DEANS, CONCERNS and REGISTRATION Labels
- All Board Members: Regularly check AnniAlbersScholars@gmail.com
Label new mail appropriately as it comes in and check your label for any new announcements.
Email the appropriate Board Members with any news or updates
If your position is being taken over, you must meet with the new scholar in order to assure that they know their responsibilities
Assure that all positions are being filled

If possible: it'd be great to have a member/members each semester who attend Design Council, Bodies of Art and Design and Tompkins Textile Student Council- just one way to help spread our name across the colleges.