

## Co-Captain of Krewe Relations

Hold & update the official membership roster

Manage existing & potential membership addresses & email list

Hold & update the Yearly waiting list roster for potential membership

Reside at & keep all meeting minutes & attendance to include:

Quarterly Board Meetings-January, April, July, & October

Any special meetings needed

Monthly officer meetings when needed

All special committee meetings

Annual meeting

Manage all public relations of Krewe events

Act as committee chair for the Membership Committee

Ensure that all members are kept up to date with all plans & activities for the  
Krewe year

Approval of all invitations, emails, scripts, media releases?????by working closely w/all committee  
chairs & officers

Oversee merchandise orders such as: t-shirts, flags, cups, ball photos, etc.

Prepare a projected budget for promotional items

Present budget to board for approval

Oversee Web Management

Oversee the production of the annual membership directory

Ensure that the Historical Committee receives copies of all media releases, annual membership  
directory, & membership mail outs

Updated 2008