

PHILIPPE AND MARTHE MARIE TOURN CARDON  
FAMILY ORGANIZATION

FOLLOWING ARE THE JOB DESCRIPTIONS FOR OFFICERS:

PRESIDENT	ARRANGES FOR THE LOCATION OF REUNION, LETTERS TO BE SENT AND ACTS AS CHAIRMAN FOR TWO YEARS. OVERSEES AFTERNOON GENEALOGY MEETING AND ALL PLANS FOR REUNION FIRST SATURDAY IN AUGUST--[IN 1999 - AUGUST 7]
VICE PRESIDENT/ [PRESIDENT ELECT]	HELPS THE PRESIDENT WITH PLANNING AND DETAILS. BECOMES PRESIDENT FOR THE NEXT REUNION.
PROGRAM CHAIRMAN	PLANS AND EXECUTES THE MORNING PROGRAM FOR THE CURRENT REUNION. ASSISTS WITH AFTERNOON GENEALOGY MEETING.
SECRETARY	GETS MAILING LIST IN ORDER; MAY ASK FOR A REPRESENTATIVE FROM EACH FAMILY TO ASSIST. SUBMITS UPDATES ON FAMILY LISTS TO PRESIDENT BY APRIL OF THE REUNION YEAR. HELPS WITH PHONE CALLING. DAY OF REUNION: IN CHARGE OF COLOR-CODED NAME TAGS AND LISTS OF THOSE PRESENT, COUNTS NUMBER PRESENT, NOTES NAMES OF THOSE WHO WILL HELP IN FUTURE, SUGGESTIONS MADE AND PUTS THESE IN ORDER FOR PRESIDENT. AFTER REUNION: PREPARES AND MAELS OUT REQUESTED PAPERS AND COMPUTER DISKS, ETC.
TREASURER	COLLECTS MONEY FOR EXPENSES OF REUNION AND FOR RESEARCH. SENDS FUNDS FOR RESEARCH TO PIEDMONT

FAMILIES' ORGANIZATION.

PUBLICITY CHAIRMAN PUTS MAILING LIST INTO DATA BASE. SENDS PUBLICITY LETTERS [PREPARED BY PRESIDENT] BY MAY OF THE REUNION YEAR.

GENEALOGIST ACTS AS A LIAISON WITH THE PIEDMONT FAMILIES TO KEEP TRACK OF THE DATA AVAILABLE AND SEE THAT IT IS SUBMITTED TO TEMPLES. MAY NEED AN ASSISTANT FROM EACH FAMILY. HELPS WITH OR PLANS AFTERNOON GENEALOGY MEETING FOR THE CURRENT AUGUST REUNION.

ASSISTANCE FOR VARIOUS OTHER RESPONSIBILITIES AS MAKING PROGRAMS, NAME TAGS, SIGNS, MOVING CHAIRS AND TABLES, SOME FOOD AND CLEAN-UP.