



VARRONS FOUNDATION, INC.

14 February 2012

Dear Vrods & Sisses,

Greetings!

This refers to the request to come up with a detailed listing of the functions of the different Varrons @ 50 Committees. Below, please find what I thought the roles of the various committees should be:

Steering Committee:

1. To call, preside all meetings of the Varrons@50 committees
2. To prepare, in consultation with all the committees, a total program of activities for the Varrons@50 commemoration
3. To organize and supervise all work related to the Varrons@50 celebrations
4. To represent the Varrons@50 committees in all activities in which the alumni is a party or participant
5. To render a report to the alumni after a post-mortem review of the event

Programs Committee:

1. To prepare a program of activities for the Varrons@50 celebration in consultation with the different committees
2. To monitor the conduct of events in the program of activities
3. To assist the Steering Committee in effecting efficient conduct of all activities in connection with the Varrons@50 celebrations
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Finance Committee:

1. To serve as a coordinating body for all financial matters in the Varrons@50 celebrations
2. To conceptualize and implement fund raising activities to generate funds
3. Take custody and be responsible for the funds of Varrons@50
4. To ensure smooth implementation of activities via the provision of the required funds thereof
5. To be responsible for keeping financial records of the event
6. To render a report after the celebrations
7. To perform such other functions as may be assigned by the Steering Committee

Food and Venue Committee:

1. In coordination with the various committees, to plan the provision of food in all activities requiring such services
2. To plan and make arrangements for the preparation of the food and make arrangements for the venue of the Varrons@50 dinner
3. To prepare a budget for all related food services in connection with the celebrations
4. To organize and supervise all food service-related activities
5. To render a report after the celebrations
6. To perform such other functions as may be assigned by the Steering Committee

Invitation and Publicity Committee:

1. To take charge of press releases, notices and other matters for publication/announcement in any media
2. To act as liaison arm of the Varrons@50 in projecting a wholesome image of the affair
3. To develop effective understanding of the Varrons@50 objectives and programs by the outside community
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Souvenir Program Committee:

1. To be responsible for the preparation and production of the Varrons@50 souvenir program
2. To raise funds sufficient for the production of 500 copies of the souvenir program through direct solicitation, advertisements and other means
3. To provide each alumnus/alumna with a copy of the souvenir program
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Registration and Reservation Committee:

1. To arrange/reserve, in coordination with the different committees, all venues required by the different activities of Varrons@50
2. To be responsible for matching resident vroads and sisses with out-of-town and out-of-country participants
3. To prepare materials needed for registration purposes in the various activities such as but not limited to registrations forms, name tags, etc.
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Souvenirs and Exhibits Committee:

1. To be responsible for the conceptualization and production of display materials and of Varrons@50 memorabilia

2. To prepare a budget for the implementation of its projects
3. To monitor participation in the exhibits
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Sports Committee:

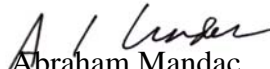
1. To plan, organize and manage all sports activities during the Varrons@50 celebrations
2. To prepare a budget of all the sports activities
3. To coordinate with the Registration and Reservations Committee the required venue for all sports events
4. To render a report after the celebrations
5. To perform such other functions as may be assigned by the Steering Committee

Directory Committee:

1. To update the 2007 Varrons Alumni Directory to include the latest alumni members (up to 2012)
2. To keep a complete list of names, post office addresses, email addresses and telephone numbers of alumni members
3. To produce 500 bound copies of the directory
4. To keep the minutes of the meetings of the Steering Committee
5. To render a report after the celebrations
6. To perform such other functions as may be assigned by the Steering Committee

I hope this will help the Varrons@50 committees in performing their assigned tasks.

Varronly yours,


Abraham Mandac
VFI President