

### Class Secretary

One member of the senior class, appointed by the Marshals. **Taking on the responsibility of Class Secretary is a significant time commitment (average 3+ hours a week in fall semester/average 10+ hours a week in spring semester). You should consider this one of the most significant extracurricular commitments of your senior year.**

- Connect members of the Class of 2021 to each other and Harvard College by communicating with the class over email, the class website, social media, and other channels.
  - Respond to email inquiries from classmates. Email volume increases at the end of the year and continues through Senior Week and Commencement activities.
  - Send a weekly newsletter to the class to share program and gift news and class events.
  - Coordinate with House Representatives to ensure seniors receive class news.
  - During Senior Week, send out a daily newsletter to give seniors event information.
- Coordinate with HAA and HCF staff, First and Second Marshals, and other Marshals to communicate information to the Executive Committee about committee goals, program and gift news, and class events (may take the form of a newsletter email or minutes from meetings).
- Oversee the work of the Media Team to ensure their success.
  - Send out weekly task emails to manage Media Team projects.
- Create and maintain class calendar.
- Record and distribute minutes for all Class Committee meetings.
- Assist with special projects and recruit additional volunteers as needed.
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner.
- Attend **two** weekly meetings:
  - (*Fall and spring*) Attend weekly meetings with HAA and HCF staff, First and Second Marshal, and Class Treasurer.
  - (*Fall and spring*) Attend weekly Communications meeting with HAA and HCF staff and with Media Team Members to oversee class publicity and marketing strategy.
- Attend additional meetings and trainings as necessary.
  - Attend Executive Committee meetings (6-7 throughout the year).
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Serve as a contributing member of the Association of Harvard College Class Secretaries and Treasurers and attend the annual meeting in the spring.
- Serve as a contributing member of the HAA Recent Graduate Engagement Committee and attend meetings throughout the year.

### **Responsibilities: Post-Graduation**

- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Communicate with the class and provide regular updates to classmates about events, resources, and notes (at least two emails per year).
- Maintain contact with the HAA regarding matters of University and class interest.
- Continue as a contributing member of the Association of Harvard College Class Secretaries and Treasurers, attend the annual meeting, and submit an annual report on class communications.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your sixth year out from graduation.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Serve as reunion Class Report Chair or help identify a proxy.