

Class Treasurer

One member of the senior class, appointed by the Marshals. **Taking on the responsibility of Class Treasurer 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.**

- With input from the First and Second Marshal, direct the financial management of the class, including the development and management of a solvent class treasury during senior year and beyond.
 - Direct all expenses for the 2021 Class Committee, allocating funds responsibly and equitably across class priorities.
 - With HAA staff, develop a system for tracking expenses.
 - Educate Class Committee (and other classmates as necessary) regarding policies and processes for authorized class expenditures and reimbursements.
 - Ensure that paperwork pertaining to expenses is submitted.
 - Working with Program Marshals and HAA staff, ensure bills are paid.
 - Manage ticketing for class events, including Senior Week ticketing.
- 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 Secretary.
 - (*Fall and spring*) Attend weekly Program meeting (First Marshal, Second Marshal, Program Marshals, Class Treasurer, and HAA Staff).
- 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.
- Maintain class budget and track expenses, ensuring that the class remains solvent.
- Ensure that all authorized expenditures are properly documented and submitted for reimbursement.
- 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 finances.
- 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 treasurer or help identify a proxy.