

First and Second Marshals

Two members of the senior class, elected by all seniors eligible to vote in the Marshal elections. The two highest vote earners will become the First and Second Marshal, respectively. **Taking on the responsibility of First or Second Marshal is a significant time commitment (average 5+ hours a week in fall semester/average 15+ hours a week in spring semester). You should consider this one of the most significant extracurricular commitments of your senior year.**

- Set overall direction for the committee:
 - Work with Program and Gift Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
 - Under the leadership of the Class Treasurer, consider the financial management of the Class, including the development and management of a solvent class treasury.
 - Solicit classmates and actively encourage broad participation in promoting the Senior Gift campaign.
 - Convene Class Committee meetings in partnership with HAA and HCF staff.
 - Communicate the mission of the Class Committee and inspire shared purpose among committee members.
 - Embody the shared values of the Class Committee and communicate these values to classmates in word and action.
- Co-lead (with a Program Marshal) a programmatic subcommittee.
- Sit on a gift subcommittee.
- Lead programmatic efforts for one or two Senior Week events (TBD).
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner. Post to social media as requested.
- Assist Class Secretary with responses to classmate inquiries throughout the year, including through Senior Week and Commencement.
- Attend **three** weekly meetings:
 - (*Fall and spring*) Attend weekly meetings with HAA and HCF staff, Class Secretary, and Class Treasurer.
 - (*Fall and spring*) Attend weekly Program meeting (First Marshal, Second Marshal, Program Marshals, Class Treasurer, and HAA Staff).
 - (*Fall and spring*) Attend regular Gift meeting (First Marshal, Second Marshal, Gift Marshals, and HCF 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 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 contact with the HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and the HAA and HCF staff.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your sixth year out from graduation.
- Work with Class Committee and HAA and HCF staff to recruit reunion committees.