House Representatives

Thirteen members of the senior class (one from each House and the Dudley Community), appointed by the Marshals. It should be noted that taking on the responsibility of House Representative is a significant time commitment (average 3+ hours a week in fall semester/average 6+ hours a week when the Senior Gift campaign is live. You should consider this one of the most significant extracurricular commitments of your senior year.

- You will be the go-to for members of your House Community about all things Senior Year! Specifically, your focus will be on Senior Gift and programmatic efforts; you are charged with making these initiatives and events known, and drumming up interest in and excitement about them!
- Introduce yourself to your House and House staff. Serve as a Class Committee liaison to your House, the Faculty Deans, House Administrators, and other House staff.
- Organize a social events for seniors in your House. Coordinate with House staff as needed.
- Organize a Senior Gift-focused event in the spring semester.
  - Recruit a House Team to assist with organizing a Senior-Gift focused event in the spring semester.
- Strengthen your House’s Senior Gift effort and extend the reach of messages from the Gift Marshals by sharing information with classmates and actively encouraging participation.
- Coordinate with the Class Secretary to send emails to House seniors informing them of committee initiatives.
- Assist with House-related programmatic efforts for Senior Week events and lead one House-based event (TBD).
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner. Post to social media as requested.
- Attend two weekly meetings:
  - (Fall and spring) Attend weekly or biweekly House meeting with HAA and HCF staff.
  - (Spring only) Lead a weekly meeting with your House Team.
- 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.

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.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.