

### 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.