

Program Marshals

Six members of the senior class, elected by all seniors eligible to vote in the Marshal elections. The six highest vote earners after the First and Second Marshal (3rd through 8th places) will become the Program Marshals. **Taking on the responsibility of Program 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.**

- Work with First and Second Marshals to set overall direction for programming and implement programs:
 - Work with all Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
 - Learn about and help with Senior Gift publicity and outreach.
- Co-lead a programmatic subcommittee; subcommittees are Alumni Life, Class Day, Reflections, and Social.
 - Plan events related to your subcommittee and work with Media Team members and the Class Secretary to advertise events to the class.
 - Working with the Class Treasurer, First and Second Marshals, and HAA staff, ensure bills related to your programmatic subcommittee are paid.
- 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.
- Attend **two** weekly meetings:
 - (*Fall and spring*) Attend weekly Program meeting (First Marshal, Second Marshal, Program Marshals, Class Treasurer, and HAA Staff).
 - (*Fall and spring*) Attend weekly or biweekly program subcommittee meeting.
- 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.
- 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 HAA and HCF staff.