

2022 Class Committee Role Descriptions



Class Secretary

Senior Year Responsibilities

One member of the senior class, appointed by the Marshals. Taking on the responsibility of Class Secretary is a significant time commitment senior year (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.

- Connect members of the Class of 2022 to each other and Harvard College by communicating with the class over email, the class website, social media, and other channels.
- Respond to email inquiries from classmates. Email volume increases at the end of the year and continues through Senior Week and Commencement Week activities.
- Send a weekly newsletter to the class to share program and gift news and class events.
- Coordinate with House Representatives to ensure seniors receive class news.
- During Senior Week, send out a daily newsletter to give seniors event information.
- Coordinate with HAA and HCF staff, First and Second Marshals, and other Marshals to communicate information to the Executive Committee about committee goals, program and gift news, and class events (may take the form of a newsletter email or minutes from meetings).
- Oversee the work of the Media Team in partnership with HAA staff to ensure their success.
- Send out weekly task emails to manage Media Team projects.
- Create and maintain a class event and deadlines calendar.
- Record and distribute minutes for all Class Committee meetings.
- Assist with special projects and recruit additional volunteers as needed.
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Attend two weekly meetings:
 - *(Fall and spring)* Attend weekly Cabinet meetings with HAA and HCF staff, First and Second Marshal, and Class Treasurer.
 - *(Fall and spring)* Attend weekly Communications meeting with HAA and HCF staff and with Media Team Members to oversee class publicity and marketing strategy.
- Attend additional meetings and trainings as necessary.
 - Attend Executive Committee meetings (6-7 throughout the year).
- 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.

Alumni Life Responsibilities

- 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.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.

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- Continue to regularly monitor the Class Committee email account in partnership with the First and Second Marshal.
- Communicate with the class and provide regular updates to classmates about events, resources, and notes (at least two emails per year).
- Continue to work with the Media Team to keep class website and social media accounts active and updated.
- Submit information for class notes to Harvard Magazine and encourage classmates to do so directly.
- Request updated classmate lists from the HAA annually. If your classmates share new contact information with you, share this with the HAA.
- 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 communications.
- 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 Class Report Chair or help identify a proxy.
- Serve as Honorary Chair on the AHCCS&T Executive Committee in the year of your 25th Reunion and help identify a speaker for that year's annual meeting.
 - You may be asked at another time to serve a term on the Executive Committee.
- Be willing to offer guidance to those in your role in the senior class, if they reach out.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

Class Committee Roles

First and Second Marshal (2)
Program Marshals (6) Gift Marshals (6)
Officers: Secretary (1) Treasurer (1) Media Team (4)
House Representatives (13)

House Team Members will be recruited in the spring (this is a senior year-only role)