

# 2022 Class Committee Role Descriptions



## Class Treasurer

### Senior Year Responsibilities

One member of the senior class, appointed by the Marshals. Taking on the responsibility of Class Treasurer 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.

- With input from the First and Second Marshal, direct the financial management of the class, including the development and management of a solvent class treasury during senior year and beyond.
- Direct all expenses for the 2022 Class Committee, allocating funds responsibly and equitably across class priorities.
- With HAA staff, develop a system for tracking expenses.
- Educate Class Committee (and other classmates as necessary) regarding policies and processes for authorized class expenditures and reimbursements.
- Ensure that paperwork pertaining to expenses is submitted.
- Work with Program Marshals and HAA staff to ensure bills are paid.
- Manage ticketing for class events, including Senior Week ticketing.
- 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 Secretary.
  - *(Fall and spring)* Attend weekly Program meetings (First Marshal, Second Marshal, Program Marshals, Class Treasurer, and HAA Staff).
- 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.
- Maintain class budget and track expenses, ensuring that the class remains solvent.
- Ensure that all authorized expenditures are properly documented and submitted for reimbursement.
- Maintain contact with the HAA regarding matters of University and class interest.

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- 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 finances.
  - You may be asked at some point to serve a term on the AHCCS&T Executive Committee.
- 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 treasurer or help identify a proxy.
- 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)