

2022 Class Committee Role Descriptions



First and Second Marshals

Senior Year Responsibilities

Two members of the senior class, elected by all seniors eligible to vote in the Marshal elections. The two highest vote earners will become the First and Second Marshal, respectively. Taking on the responsibility of First or Second Marshal is a significant time commitment senior year (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 Program and Gift Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
- Convene Class Committee meetings in partnership with HAA and HCF staff.
- Communicate the mission of the Class Committee and inspire shared purpose among committee members.
- Embody the shared values of the Class Committee and communicate these values to classmates in word and action.
- Participate in both program and gift meetings and efforts.
- Plan the Midyear Graduates Recognition Ceremony in partnership with HAA staff.
- Plan the Class Day Exercises in partnership with HAA staff.
- Under the leadership of the Class Treasurer, consider the financial management of the Class, including the development and management of a solvent class treasury.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Solicit classmates and actively encourage broad participation in promoting the Senior Gift campaign.
- Lead programmatic efforts for Senior Week events.
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner.
- Assist Class Secretary with responses to classmate inquiries throughout the year, including through Senior Week and Commencement Week.
- Post to social media as requested.
- Attend three weekly meetings:
 - *(Fall and spring)* Attend weekly Cabinet meetings with HAA and HCF staff, Class Secretary, and Class Treasurer.
 - *(Fall and spring)* Attend weekly Program meetings (First Marshal, Second Marshal, Program Marshals, Class Treasurer, and HAA Staff).
 - *(Fall and spring)* Attend regular Gift meetings (First Marshal, Second Marshal, Gift Marshals, and HCF Staff).
- Attend additional meetings and trainings as necessary.
 - Attend Executive Committee meetings (6-7 throughout the year).
- Serve as a contributing member of the HAA Recent Graduate Engagement Committee and attend meetings throughout the year.

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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.
- Convene the Class Committee for one-to-two meetings per year.
- Ensure all Class Committee members are actively fulfilling their alumni-life responsibilities.
- Continue to regularly monitor the Class Committee email account in partnership with the Class Secretary.
- 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 the HAA and HCF staff.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your sixth year out from graduation.
- Work with the Class Committee and HAA and HCF staff to recruit reunion committees.
- Be willing to offer guidance to those in your role in the senior class, if they reach out.
- Work with your Class Committee and the HAA on a transition and succession plan if members 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)