

2022 Class Committee Role Descriptions



Gift Marshals

Senior Year Responsibilities

Six members of the senior class, appointed by the Harvard College Fund (HCF). It should be noted that taking on the responsibility of Gift Marshal is a significant time commitment senior year (average 3+ hours a week in fall semester/average 6+ hours a week in spring semester). You should consider this one of the most significant extracurricular commitments of your senior year.

- Work with the First and Second Marshal and fellow Gift Marshals to inform and implement overall direction of Senior Gift strategy.
- Work with all Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Identify Senior Gift educational opportunities (pre-campaign and during campaign).
- Work with House Representatives to identify House-specific opportunities to promote the Senior Gift campaign.
- Solicit classmates to give back.
- Co-lead a Senior Gift-specific subcommittee.
- Attend regular meetings:
 - (Fall and spring) Attend Gift meetings including HCF staff and the First and Second Marshal.
 - (Spring only): Lead meetings with House Representatives to discuss House-specific efforts.
- Attend additional meetings and trainings as necessary.
- Attend Executive Committee meetings (6-7 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.
- Remain on your Class Gift Committee in a leadership capacity.
- Solicit classmates for annual gifts to the HCF as part of your class's alumni fundraising committee structure.
- Maintain contact with HCF and 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.
- 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.

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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)