

2022 Class Committee Role Descriptions



House Representatives

Senior Year Responsibilities

Thirteen members of the senior class (one from each House and the Dudley Community), appointed by the Marshals. It should be noted that taking on the responsibility of House Representative is a significant time commitment senior year (average 3+ hours a week in fall semester/average 6+ hours a week when the Senior Gift campaign is live. You should consider this one of the most significant extracurricular commitments of your senior year.

- Serve as the go-to person for members of your House Community about all things Senior Year. Specifically, your focus will be on Senior Gift and programmatic efforts; you are charged with making these initiatives and events known and generating interest in and excitement about them.
- Introduce yourself to your House and House staff. Serve as a Class Committee liaison to your House, the Faculty Deans, House Administrators, and other House staff.
- Organize social events for seniors in your House under the direction of the First and Second Marshal and HAA staff. Coordinate with House staff as needed.
- Organize Senior Gift-focused initiatives in the spring semester under the guidance of the First and Second Marshal, Gift Marshals, and HCF staff.
- Recruit House Team members in the spring in partnership with HAA and HCF staff and the First and Second Marshal to assist with programmatic and Senior Gift efforts in your House.
- Strengthen your House's Senior Gift efforts and extend the reach of messages from the Gift Marshals by sharing information with classmates and actively encouraging participation.
- Coordinate with the Class Secretary to send emails to House seniors informing them of committee initiatives.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Assist with House-related programmatic efforts for Senior Week events and lead one House-based event.
- 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 or biweekly House meetings with HAA and HCF staff.
 - *(Spring only)* Lead a weekly meeting with your House Team.
- 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.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.

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- 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)