

# 2022 Class Committee Role Descriptions



## Media Team

### Senior Year Responsibilities

Four members of the senior class, appointed by the Marshals. Taking on the responsibility of Media Team member is a significant time commitment senior year (average 3+ hours a week in fall semester/average 7+ hours a week in spring semester). You should consider this one of the most significant extracurricular commitments of your senior year. Successful Media Team members have had one or more of the following skills: photography, graphic design (making posters, Facebook banners and filters, and infographics), website design, and video production.

- Under the leadership of the Class Secretary, ensure that communications regarding class events are coordinated across the Class Committee.
- Coordinate with Class Secretary to create and update a class website, social media accounts, and email newsletter templates.
- Working with the Class Secretary, ensure that the class website, social media accounts, and calendar are up-to-date and accurate.
- Create class logo.
- Taking direction from the Class Secretary, HAA and HCF Staff, and First and Second Marshal, create publicity content and materials, applications, graphics, and photos/videos to support and facilitate class engagement and gift efforts, including making media for presentations.
- Create a style guide for media assets.
- Create a system for publicity requests from Marshals and House Representatives and set time expectation for completion of projects.
- Assist with special projects and recruit additional volunteers as needed (in coordination with the Class Secretary).
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner. Post to social media as requested.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Attend one weekly meeting:
  - (*Fall and spring*) Attend weekly Communications meetings led by the Class Secretary and HAA and HCF staff to discuss the execution of and timeline for class publicity and marketing strategy needs.
- Attend 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.
- Continue to work with the Secretary to keep class website and social media accounts active and updated.
- Share any new or updated account information with the HAA.

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- 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.

## 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)