

2022 Class Committee Role Descriptions



Program Marshals

Senior Year Responsibilities

Six members of the senior class, elected by all seniors eligible to vote in the Marshal elections. The six highest vote earners after the First and Second Marshal (3rd through 8th places) will become the Program Marshals. Taking on the responsibility of Program 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 the First and Second Marshal to set overall direction for programming and implement programs.
- Work with all Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives.
- Lead a selection of programming efforts in partnership with other Program Marshals, including Merchandise, Real World, Social, and Reflections.
- Plan events related to your subcommittee and work with Media Team members and the Class Secretary to advertise events to the class.
- Work with the Class Treasurer, First and Second Marshals, and HAA staff to ensure bills related to your programmatic subcommittee are paid.
- Lead programmatic efforts for Senior Week events.
- Make a Gift to the Harvard College Fund as part of Senior Gift.
- Learn about and help with Senior Gift publicity and outreach.
- Respond to email communications from HAA and HCF staff and Class Committee members in a timely manner.
- Post to social media as requested.
- Attend one weekly meeting:
 - (*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).

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 contact with the 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)