

# Activities Chairs

## Role Description

[Activities Chairs](#) (also known as city captains or regional chairs) are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together in their post-grad cities and regions, serving as key players in keeping College alumni connected to each other.

Each class may choose to utilize or manage its chairs in different ways, but duties are generally the same. All activities chairs are expected to organize one event per year in their local area, and most often they do so in partnership with others. Major responsibilities include:

- Planning in-person or virtual gatherings that appeal to the class's diverse interests and foster a sense of community within an area
- Communicating with area classmates to publicize the annual Welcome to Your City event series and other HAA recent graduate events throughout the year
- Developing personal connections via email (a confidential list can be provided to you by HAA staff), class websites, the Alumni Directory, class/regional Facebook groups, and/or other social media channels
- Encouraging classmates to keep their contact information updated in the HAA Alumni Directory

In regions with more than one activities chair or Class Committee member, volunteers' names, class years, and email addresses will be shared with each other so that they can work collaboratively as a group within or across classes (specifically for the recent graduate cohort). Chairs can share administrative responsibilities, such as event planning and outreach support; they may also choose to assign specific roles to each person.

Chairs are encouraged to take advantage of all that an area has to offer and to make the alumni events as inclusive as possible (no-cost/low-cost events are encouraged). If you are planning an event that will require funding from your Class treasury, be sure to communicate with your Class Committee and Treasurer to request approval. You can also inquire with your local Harvard Club about the possibility of co-hosting (the local Club may already be planning similar events or those of interest to recent graduates).

Programming offerings organized by activities chairs may include:

- Happy hours
- Harvard games or watch parties
- Community service projects
- Speaker events
- Book clubs
- Forming a team for a local sport league
- Community or professional theater performances or games
- Outdoor excursions such as hiking, picnicking, or visiting a nearby historic town
- Open mic nights
- [Virtual gatherings](#)

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Activities chair terms last for one year (running from July-June). Chairs may renew their membership by signing up again each year. Alumni who have previously served as activities chairs and are interested in starting again are also welcome to rejoin at any time.

Activities chairs are encouraged to join the reunion committee every five years, as volunteers will not be recruited to be activities chairs during a reunion year.

If you are interested in volunteering as an activities chair to support your Class Committee in the period from July 2022 through June 2023, please [fill out this form](#). Following that, a member of the College Alumni Programs team or your Class Committee will follow up with you with more detailed guidance on next steps (including information on collaborating with other volunteers and sending communications).