Class Officer Handbook

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MHC ALUMNAE ASSOCIATION

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INTRODUCTION

Congratulations on your election or reelection as a class officer. Your time and effort given on behalf of your class are invaluable. Alumnae are the most important resource of the Alumnae Association and the College. Thank you for your contribution.

This Class Officer Handbook provides guidance and suggestions on how the class leadership team can develop and efficiently reach out to the class. It will provide you with the information most often requested by volunteers.

Thank you for volunteering for your class and for Mount Holyoke College!

RESOURCES FOR INFORMATION AND SUPPORT

The Alumnae Association's **website** alumnae.mtholyoke.edu contains a wealth of information including news and events; career networking opportunities; class, club, committee volunteer, and staff contacts; awards and fellowships listings; and an online directory of alumnae. The Association also has a presence on Facebook, LinkedIn, Twitter, and other social media.

To access the Association's **online directory of alumnae**, a security ID is required to register; it is the number located above the addressee's name on *Alumnae Quarterly* address labels. Alumnae may also email *ais@mtholyoke.edu* to request their IDs.

The Association's **online volunteer microsite** *http://alumnae.mtholyoke.edu/volunteers* is the source for class and club volunteer resources, including handbooks and training materials, communications and data request forms, and financial reporting information.

Information about **upcoming reunions**, including registration, schedules, and attendee lists can be found at *http://alumnae.mtholyoke.edu/reunion*.

As a class officer, your primary **contact at the Alumnae Association** is the director of classes and reunions, who can be reached at *reunion@mtholyoke.edu* or by calling 413-538-2652.

For **general questions** about the Alumnae Association and its programs and services, call 413-538-2300 or email *alumnaeassociation@mtholyoke.edu*.

The Alumnae Association's Classes and Reunion Committee is composed of alumnae who have firsthand leadership experience with their respective classes as a class officer and/or reunion volunteer. Members understand the opportunities and challenges facing class officers and serve as a liaison to the class leadership team and work on behalf of the class. They also assist the Alumnae Association in training new class officers and reunion planners.

Committee members will contact class presidents regularly and receive copies of class letters and broadcast emails (electronic mailings sent to an entire class) from the Alumnae Association. They are available to respond to requests for information, class procedures, or best practices from class officers.

A current list of committee members and their assigned classes can be found online at *http://alumnae.mtholyoke.edu/committee-members*.

CLASS ORGANIZATION

The Alumnae Association's class organization includes individual undergraduate classes as well as special alumnae groups.

Class Membership and Organization

Each class includes graduates and nongraduates who attended the College for at least one year. It also may include those who attended the College for less than one year and who have made written application in accordance with the 1991 Alumnae Association Bylaws, Article II, Section 1.

Frances Perkins Scholars (FPs) are their own class group. They may also choose to stay in touch with the class with which they graduated (to do this, they should notify AIS at 413-538-2303). FP reunions are scheduled every four years. Members may also attend Reunion with the class with which they graduated.

Classes draw up their governing bylaws and vote during their senior year to become legal subgroups of the Alumnae Association. This designation carries with it certain tax exemptions and mailing privileges for the lifetime of the alumnae class. Classes that have this designation must complete and submit a financial report to the Alumnae Association each year. The Alumnae Association staff and the members of the Classes and Reunion Committee are available to help classes set up procedures to meet these commitments, answer questions, provide file copies of bylaws, etc.

Class Officers

Class officers are elected for five-year terms serving from one reunion until the next (except the Frances Perkins Class, which elects officers for a four-year term, and graduating seniors, who serve until their two-year reunion).

Class officer responsibilities include working to maintain strong relationships with other class officers, as well as with classmates. Active involvement leads to strong class organization, spirit, communication, and connections with the College and Alumnae Association.

Class officers include:

- President
- Vice President
- Reunion Chair(s) (or Vice President/Reunion Chair)
- Treasurer
- Communications/Web Coordinator
- Scribe
- Secretary (or Secretary/Scribe)
- Head Class Agent (in consultation with the Advancement Office)
- Three Nominating Committee Members

For full descriptions, see page 22 or *http://alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities*.

ANNUAL VOLUNTEER CONFERENCE

Once a year, the Alumnae Association and the Office of Advancement bring newly elected class officers and reunion planners together for a volunteer conference. Typically, this training occurs in late September.

New Class Officers

The objective of the conference for new class officers is to promote effective communication among class officers, the Alumnae Association, and the College, and to provide best practices on how to make the most of their five-year terms.

The Alumnae Association reimburses the costs for class presidents and Web/communications coordinators to attend.

Reunion Planners

The volunteer conference for Reunion planners outlines the procedures, budgets, and activities for reunions. Attendees are briefed on the timetables and critical tasks/steps needed to make reunions successful and are challenged to think creatively about their vision for their class reunion.

The Alumnae Association reimburses the costs for the class president and reunion chair (or co-chairs) to attend.

Additional information on planning class reunions can be found online at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning*.

Classes may use their treasuries to assist attendees with expenses not covered by the Alumnae Association. Non reimbursed attendees may be able to consider their expenses as contributions to the Alumnae Association or to Mount Holyoke and should consult their tax advisors to determine if they are eligible for a deduction.

CREATING A FIVE-YEAR PLAN

Class leaders should stay in contact with their classmates regularly, not just during reunion planning. A well-thought-out five-year plan can increase class participation in events, especially in nonreunion years, and broaden the base of alumnae volunteers.

The class five-year plan should identify goals and the action steps needed to implement them, ranging from how and when the board will communicate with classmates (at a minimum, at least once a year via the class newsletter) to what events it will organize. The plan should take into account class traditions, class board meetings or conference calls, and, of course, include planning for its next reunion.

At the beginning of their terms of office, class officers should create and begin to implement their Five-Year Plan, with the support and suggestions of other class volunteers. The development of the plan begins at the New Class Officer Training Workshop, held on campus in the fall during the first year of a newly elected class board member's tenure. After this mandatory training, the Alumnae Association staff and Classes and Reunion Committee members can assist class officers further by discussing their ideas and proposed initiatives during in-person campus meetings or by holding teleconferences.

A copy of your class plan should also be submitted to the director of classes and reunions and to your class liaison on the Classes and Reunion Committee so that they can assist you in accessing Association resources to help you meet your goals.

ITEMS TO INCLUDE IN A FIVE-YEAR PLAN

- At least one class letter or email per year
- Website updates on new information of interest to the class
- Annual board meeting or conference call (more frequent meetings or calls may be needed during reunion years)
- Recruiting of additional class volunteers as necessary for reunion or other class initiatives

See pages 29–35 for several templates of how to develop and implement a five-year plan. These templates provide convenient ways to visualize what the class is planning for each year, but officers should use whatever format works best for their purposes.

IDEAS FOR CLASS ENGAGEMENT

- Create a class newsletter
- Send out birthday cards
- Research your class and its traditions in the College Archives
- Sponsor a mini-reunion as a class or with another class (or classes) close to yours in age
- Visit or call classmates on trips (business or vacation)
- Create and sell class products
- Create a class website or social media group

Class Newsletters

Class communications can be cowritten with another member of the class board. They are an opportunity to share personal perspectives on the College and news of classmates. At the beginning of the year, the class president determines when she will send out the letter to all class members.

The newsletter might include any of the following elements:

- News of the class
- News of the Alumnae Association and the College
- An op/ed page for ideas and concerns
- Travel tips and ideas
- Professional articles (investing, retirement incomes, etc.)
- Personal essays (coping with retirement, volunteerism, etc.)
- Current reading list, perhaps with brief reviews by classmates
- Masthead with the name and address of the editor, and the class officers

The Alumnae Association recommends that the class president subscribe to the student publication *The Mount Holyoke News* or read it online at *http://mountholyokenews.org* for information about current campus events. She may want to add class news that does not appear in the *Quarterly*.

Class Birthday Cards

Some classes choose to send birthday cards to classmates each year or on special birthdays. These can be done electronically or by regular mail. The Alumnae Association has electronic postcards available at *http://alumnae.mtholyoke.edu/products-services/for-fun/postcard-photos*.

Class officers should take the following steps to organize the task:

- Order a class list in birth-date order from Alumnae Information Services at *http://alumnae.mtholyoke.edu/volunteers/resources/information-request-form*. It will list each class member's current name, undergraduate name, address, and month/day of birth.
- If the class is large (300 or more), split up the class list (possibly by months) and delegate portions to all class officers.
- Ensure there is follow-up on the task since the entire class should receive the cards.

Class Research in Mount Holyoke College Archives

The College Archives has specific files on class organizations, traditions, events, etc. Classes may want to access this easy-to-use resource for:

- Class letters (including a trivia section)
- Class history (especially to read at the Alumnae Association meeting at Reunion)
- Class memorabilia for display at Reunion
- Reunion letters to entice classmates to return for Reunion

To access the information, call the College Archives (413-538-2013), explain what files the class wants to examine, and make an appointment to research the materials.

Mini-Reunions

Mini-reunions increase the number of face-to-face interactions between reunions and strengthen the bonds among classmates. They can include: a local meeting at a classmate's home for tea, a dinner gathering in a central city, a group tour in another country, or a return to campus to attend classes.

See *http://alumnae.mtholyoke.edu/event-support* for more information and a mini-reunion planning handbook.

Class Products

Classes that are interested in supplementing their class treasury should consider selling a class product. Some guidelines and items to consider:

- Check with the director of classes and reunions to avoid conflicts with products that other classes or clubs may already be selling and to ensure that there are no copyright issues with Mount Holyoke's logo or name.
- Check with applicable state agencies regarding the class tax-exempt status for purchasing and selling goods. Sales-tax-exempt determinations are made on a state-by-state basis. A class federal tax exemption does not automatically exempt it from paying sales tax on purchases or from the requirement to collect and remit sales tax on products sold.
- Determine whether the class has a volunteer willing to dedicate time to the project.
- Decide whether the class product will be shipped directly from the manufacturer, or if someone will stock and maintain inventory in their home.
- It is the class treasurer's responsibility to track the profits collected for the class product.
- Request logos.

WAYS TO SELL YOUR CLASS PRODUCT

- Have a class volunteer sell the product at Reunion. The Association can offer table space in Mary Woolley Hall during Reunion registration for this purpose. To arrange this, contact the director of classes and reunions.
- Sell it at class events.
- Post it on the Alumnae Association website, a free advertising option for the class. For examples, see *http://alumnae.mtholyoke.edu/products-services/products*. If you would like your product listed, complete this online request form: *http://alumnae.mtholyoke.edu/blog/submit-a-class-or-club-product*.

CLASS COMMUNICATIONS

Class Websites and Social Networking

Many classes maintain websites or social networking sites to increase their communication with classmates about class news, event announcements, and other information.

Prior to establishing a class website, class officers should consider the following questions:

- How will the class website be used?
- How will the website complement other means of communicating with alumnae?
- What will attract viewers to the site? What will keep them returning?
- Who will be responsible for the site (i.e., gathering information, inputting initial data, maintaining the site)?

Recommended information to include on your class website includes:

- Officer names and links to their online directory listing on alumnae.mtholyoke.edu
- Upcoming events for the class, including Reunion
- Class newsletters (be sure to remove alumnae contact information)
- Class dues information

Websites require ongoing attention and maintenance, since viewers expect the pages to be updated regularly. "Stale" sites, with the same information month after month, will turn away viewers.

If class officers determine that their class would benefit from a website and have a communications coordinator to keep it current, they should contact the director of classes and reunions to determine next steps.

Social networking is a great way to keep your club, class, or group members engaged and to promote activities and events. If you have a class or club website, remember to post links to your social networking sites so that members know to join. For more information on how to leverage social media for your class and to list your group with the Alumnae Association, see *http://alumnae.mtholyoke.edu/volunteers/resources/social-media*.

Alumnae Information Services (AIS)

The AIS staff maintains biographical information on more than 34,000 living alumnae. The bylaws of the Alumnae Association define alumnae as "all former students who have completed a certificate program or who have completed two transcripted semesters in a degree program, and any other former student who makes written application to the Alumnae Association."

Class officers can request the following information from AIS online at *http://alumnae.mtholyoke.edu/volunteers/resources/information-request-form* or by calling 413-538-2303.

- Standard Class List: This printout lists all class members (including members who have identified your class as their primary or secondary class affiliation, unless you specify primary only) who are active on our computer system (class members who are coded as deceased, "lost," or "no mail" will not print on list) with current name, undergraduate name, class, home address, telephone number, and email. The list can be run in undergraduate name, current name, or zip-code order. It can be formatted to print two or three columns per page.

Example: Mary C. Adams (Miss Mary C. Adams)
33 Maple St., Chapel Hill, NC 27514
919-942-0777
madams@mtholyoke.edu

- Volunteer List: Lists class members who are currently serving and/or have previously served the Alumnae Association or the College in a volunteer capacity (e.g., class and club officers, Alumnae Association board or committee members, Advancement or Admissions volunteers, etc.). This list might be helpful to the class Nominating Committee. (Note: Past volunteer history available only on the pdf/hardcopy options.)
- Class Mailing Labels: Self-adhesive mailing labels addressed to class members can be requested in zip code, current name, or undergraduate name order.
- Employment List: Employment lists can be ordered by region or vocation. The region list includes all alumnae living within a specified region (i.e., Northwest, New England, New York City) and includes current name, undergraduate name, class, email, address, telephone number, and the alumna's current employment. The vocation list indicates alumnae employed in a certain field (e.g., banking, law, real estate) and includes current name, undergraduate name, class, email, address, telephone number, and the alumna's current employment. Both lists can be run in zip code, current name, or class order. (Note: Employment lists contain the following information: position, company name and division, and the date employed.)

Privacy of Alumnae Information

Officers should keep in mind the Alumnae Association's confidentiality policy as they request information on classmates. The Alumnae Association takes great care to protect the privacy of Mount Holyoke alumnae. Its policy is to give out the address of an alumna only to another alumna or to College offices and departments. The Association gives out information only for Mount Holyoke-related purposes, never for commercial purposes. It does, however, offer to forward correspondence it receives from individuals not affiliated with the College to alumnae. In cases of emergency, a staff person will get the caller's phone number and contact the alumna.

Class and Reunion Mailings

Each class president is expected to send a letter to the class at least once annually. During a reunion cycle, the reunion chair and/or class president sends out a fall (November) and winter (March) letter mailing. A postreunion letter sent in the summer following Reunion is written by the outgoing class president with the help of the reunion scribe.

BROADCAST EMAIL ("EBLASTS")

Broadcast email is cost-effective, timely, and preferred by the majority of alumnae. The Alumnae Association will send email on behalf of your class or club at no cost.

Guidelines and Policies

- All broadcast emails may take up to five full business days to process.
- Please submit final copy. The Association may edit content for length, clarity, and grammar.
- Email requests on behalf of individuals for promotional or fundraising purposes will not be processed. With rare exceptions, the Association only sends email on behalf of classes, class scribes, clubs, or College departments.
- The Association strives to be mindful of the amount and frequency of emails sent to alumnae. Therefore, email requests may be rescheduled or sent on a date other than the one requested.

Best Practices and Helpful Tips

- Subject lines should be short (fifty characters or fewer) and indicate exactly what the email is about.
- Messages should be as short and to-the-point as possible. Recipients spend an average of fifty seconds looking at an email. We suggest an email should contain no more than 1,000 words.
- Formatting should be simple and clean, and allow users to skim the message easily. Only bold, underline, or highlight what is truly important.
- Content should be instructional, brief, and helpful. Longer, more informational content should be housed on a website and have a link from the email.
- Sender names should include "MHC" or "Mount Holyoke" so that both the recipient and spam filters quickly recognize the sender.

Broadcast email requests can be submitted online at *http://alumnae.mtholyoke.edu/volunteers/resources/communication-request-form*.

PRINT MAILING

A print mailing—typically a newsletter or postcard is effective for those without email addresses on file. The Association offers one free print mailing per fiscal year to each class or club. Classes and clubs may send additional mailings but will be billed for processing and postage.

Free Mailings

- The Association offers one free print mailing per fiscal year (July 1–June 30), which is sent via bulk rate.
- Please allow eight business days to process your mailing.
- Print mailings go only to members of your club or class. If you are including other clubs or classes in your request, you will be billed the cost of mailing to the other constituents.
- Class newsletters may be only one double-sided page in length and will be printed with black ink only, on white paper.

Paid Mailings

- The class or club letter is sent via first-class mail.
- Please be mindful of length when composing a newsletter. We recommend no more than two double-sided pages.
- Please allow eight business days to process your mailing.
- Please note any special requests in the "Special Instructions" field at the end of the form.
- Classes will be charged for paper and printing; envelope, postage, and labor fees vary with each mailing.

Formatting for ALL Mailings

- Newsletters/postcards will be formatted in Garamond font on white paper only.
- Try not to use underlining. Use boldface or italic type instead, as it is easier to read.
- Print templates for postcards are also available.

Print mailing requests can be submitted online at *http://alumnae.mtholyoke.edu/volunteers/resources/communication-request-form*.

GENERAL GUIDELINES FOR CLASS TREASURIES

The class treasury should be used to cover expenses associated with operating class business and to offset class-sponsored activities. It is the responsibility of the class president along with the class board to collect dues, raise funds, and use these funds for the benefit of the entire class.

Additional financial information and reporting requirements can be found at *http://alumnae.mtholyoke.edu/volunteers* under the heading "resources" and by selecting "finances."

Expense Reimbursement

During the course of their term, class officers will incur expenses connected with class communication and projects. The class treasury should reimburse the officers after receiving supporting documentation and receipts for expenses. If expenses are significant, officers should notify the treasurer in advance of sending the receipts. Reimbursement requests should be submitted immediately after an expense is incurred.

General Guidelines

Examples of Class Activities covered by the class treasury: annual class letters, reunions, mini-reunions, special class projects, birthday cards, memorials. In general, the treasury

- Should be used to cover expenses associated with operating class business
- Should be used to offset class-sponsored activities
- Should be used only for activities and projects that are open to the entire class

Classes should also take the necessary steps to ensure that any personal information obtained during the collection of fees, dues, or other revenues is not disclosed to unauthorized persons. See "Information Security—Volunteer Guidelines" on page 16 for further information.

Most classes try to keep $5,000 in their treasuries. This amount should allow the class to send mailings, at least one per year, and to participate in other activities promoting class affinity, such as birthday-card mailings, memorials, etc. Reunion classes should carefully evaluate their plans at their 20th and 45th reunions in order to prepare for the 25th and 50th "milestone" reunions. These two reunions are the most well attended and usually have extra class projects, mini-reunions, and reunion books associated with them, so they tend to be more expensive. It is better to plan for them in advance instead of charging a large fee for the reunions themselves.

Guidelines for Accounts and Investments

A checking account for the class is required. The class checking account should be in the following name: Class of _____, Mount Holyoke College, _____, Treasurer.

The name of the bank and the account number must be filed with the Alumnae Association. The class president and treasurer are required cosignatories on the class accounts. Classes should use their Employee Identification Number (EIN) on their bank account in order to avoid tax liability on dividends or interest. Contact *alumnaeassociation@mtholyoke.edu* for the EIN.

The treasurer may also open a savings account for the class or invest class money in a Certificate of Deposit. Both of these investments are guaranteed. No class money may be invested in the stock market or any other at-risk financial entity. The treasurer and president have fiduciary responsibility for all the class funds.

Mini-Reunions

Mini-reunions should break even. Each attending classmate pays her own way. However, if a series of mini-reunions are planned across the country for the entire class, it is appropriate to use the treasury to subsidize the mini-reunions.

The treasury covers all of the coordinator's expenses (including postage costs and phone charges). The treasury should be reimbursed through revenues generated by the event. Any excess monies may be returned to attendees or contributed to the treasury after the event.

For more information on mini-reunions, see the Mini-Reunion Handbook, available on the Association website at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning/*

Reunions

Reunion charges cover housing and meals, parade accessories, signs, Alumnae Association administration, student workers, parade bands, entertainment, publications, class dinner expenses (food, service, flowers, decorations, guests' dinners, social hour), etc.

The treasury can be used to cover such things that are generally available to or for the benefit of the class, such as the cost of publishing the class reunion booklet, reunion mailings, reunion scholarships, etc.

For more information on reunions, see the Reunion Planning Handbook, available on the Association website at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning/*

Conducting a Financial Review of the Class Treasury

At least once every five years, the class president should ensure that the class financial records are reviewed by another class officer who is not a signatory to the class account. The reviewing officer should:

- Ascertain that the beginning and ending account book balances agree with bank statement balances and that any differences can be reconciled.
- Review the detailed listing of receipts: a) test them for reasonableness (e.g., if records indicate that 100 class members paid dues and that dues were $25, then receipts from dues should total $2,500); and b) ascertain that the receipts were assigned to the appropriate categories.
- Review the disbursement records (check register and documentation): a) ascertain that the class president did approve, in writing, all bills paid; b) ascertain that the disbursements were assigned to the appropriate categories; and c) test for reasonableness (e.g., if 100 class members were registered for Reunion, the number of reunion "souvenirs" paid for by the class should be approximately 100).
- In general, the review should focus on the more significant transactions. Depending on the volume of transactions, amounts, and the length of time since the last review, the review of receipts and disbursements may be made on a test basis (i.e., select large and unusual items rather than look at every receipt and disbursement).
- In most instances, the review should be made within a reasonable time following a reunion: long enough after most of the significant bills have been paid, yet soon enough after so that any questions can be answered easily. Ideally, this should be done prior to turning the books over to the new treasurer.

Solicitation for Class Dues

The most efficient way to collect dues for the next five years is at the reunion itself. Some classes offer discounts for paying for five years' dues instead of collecting them each year. It is recommended that dues should be a **minimum** of $35.00 for every five-year period—i.e., $7.00 per year for five years. Check to see what percentage of your class paid dues in the last five-year period to be better able to estimate how much to charge to meet your projected class needs.

The class should investigate setting up a PayPal account for the easiest payment method. Checks are the next type of easiest payment method. Cash, of course, is acceptable, but receipts should be issued for any cash payments.

It is appropriate to request dues any time during the year; however, it is best to avoid the times around the Mount Holyoke Fund Appeals and right before a class reunion when the Mount Holyoke Fund Appeals are strong and classmates are paying for the cost of returning to reunion.

Ideas for Increasing Treasuries

- Increase dues and ask those who have already paid to make up the difference; solicit the full amount from those who have not paid. A telephone campaign can be an effective tool for fund drives, as it reaches classmates on a more personal level than email.
- Hold class functions (e.g., luncheons or mini-reunions) and utilize these events for raising money in classic ways such as auctions, raffles, or selling contributed items.
- Design a class item to be sold and advertised to all classes and clubs (see page 9 for details). Before finalizing a product, however, ensure that there are no copyright issues with Mount Holyoke's logo or name.

INFORMATION SECURITY—VOLUNTEER GUIDELINES

Introduction

Volunteers are trusted by alumnae to protect personal information that may be supplied while undertaking Association-related volunteer activities. "Personal information" is defined under Massachusetts law as "first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: a) Social Security number; b) driver's license number or state-issued identification card number; or c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number, or password, that would permit access to a resident's financial account; provided, however, that "Personal information" shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public." The security and confidentiality of this information is extremely important. Access is granted to volunteers only on a need-to-know basis.

Volunteers who have access to personal information should abide by these guidelines. It is the responsibility of class and club officers, as well as other volunteers organizing events that may call for the use of personal information, to identify: a) whether they potentially may obtain personal information; and b) if so, those volunteers within their organization who have or may have access to that personal information. Any such volunteer identified by the class officers or volunteer leader is required to comply with best practices in dealing with this information.
For more information and a sample form, see https://alumnae.mtholyoke.edu/volunteers/identity-theft-prevention/

All violations or suspected violations of information security policies should be reported to the class or club president or treasurer or to the volunteer leader. If the violation includes either the president or treasurer, the report must also be made to the vice president. Noncompliance can be cause for disciplinary action up to and including removal of position, criminal, and/or civil penalties.

Incident-Response Plan

- If a compromise is suspected, alert the class president or treasurer.
- The president or treasurer will conduct an initial investigation.
- If compromise of information is confirmed, the class officers will begin informing parties that may be affected. If the violation involves credit-card account numbers, the president and treasurer will:
    - Contain and limit the extent of the exposure by shutting down any systems or processes involved.
    - Alert necessary parties (e.g., alumnae, coworkers, merchant bank or other applicable vendors, and law enforcement).
    - The class president will conduct a post-incident review of events and actions taken, if any, to make changes in business practices relating to protection of personal information.

Below are a few suggestions that will help classes protect information obtained during the collection of fees, dues, and other revenues. Volunteers must take all reasonable precautions to assure that personal information is not disclosed to unauthorized persons.

Credit card transactions:

- Use a third party vendor that is compliant with credit card privacy regulations (e.g., PayPal, CyberSource).
- For large events (more than 100 attendees and/or registration fees more than $100 per attendee), the Association may be able to provide you with assistance upon request.

Check handling:

- Safeguard checks received /not yet deposited.
- Deposit checks promptly.
- Track name and check number only.

Rule of Thumb: Never include credit card or banking information in an email. Do not record or copy personal information. If you must record or copy personal information, the document or file must be safeguarded and/or destroyed after intended use. Examples of safeguarding include: lock boxes, locked files, and/or password protected files. Under no circumstances should personal information be transmitted by email.

At the end of a volunteer's term or specific assignment, all information to which access has been granted as a result of the position must be returned or destroyed as applicable. Personal information must never be used for a volunteer's own purposes, nor is the volunteer at liberty to provide this information to third parties without the express written consent of the individual whose information will be released.

NOMINATING COMMITTEE PROCESSES AND PROCEDURES

Selecting Candidates

The Nominating Committee should search for qualified candidates to fill the following positions. Descriptions of each are available in the appendix or online at *http://alumnae.mtholyoke.edu/volunteers/class-roles-responsibilities*:

- President
- Vice President
- Reunion Chair(s) (or Vice President/Reunion Chair)
- Treasurer
- Communications/Web Coordinator
- Scribe
- Secretary (or Secretary/Scribe)
- Head Class Agent (in consultation with the Advancement Office)
- Three Nominating Committee Members

It is acceptable to consider co chairs for any of the listed positions.

Class officers should be selected carefully, since they will be responsible for leading the class for the next five years and initiating and maintaining contacts among classmates, the Alumnae Association, and the College. Enthusiasm, diligence, and ingenuity are assets for all officers.

Committee members must read and become familiar with all information mailed or emailed to them from the Alumnae Association and provide information to classmates on the selection and election process. See "Electronic Voting Guidelines" on page 20 for more details.

Sources to Identify Prospective Candidates

- Order a class list with the volunteer history and/or work history of classmates from the Association's website at *http://alumnae.mtholyoke.edu/volunteers/resources/information-request-form*.
- Mail the entire class and asking for volunteers or nominations of classmates to be considered.
- Post a call for nominations on the class website or social media.

Guidelines When Evaluating Potential Nominees

- Evaluate classmates' volunteer history. Classmates with prior leadership experience may be successful in new roles, but it is important not to limit your selections solely to those who have volunteered previously. Broaden your scope and talk to classmates who have never volunteered before—there may be a large pool of willing candidates who haven't been approached in the past or who may not be part of the current active participant group.
- Strongly consider diversity in the committee's selections. Recruit officers who are representative of the entire class, not just those from the same group of friends, background, or geographic area.

- If a nominating committee member plans to run for a class office, that committee member must first resign immediately from the committee. The resignation should be in place at least two months in advance of the finalization of the class slate, so that a new nominating committee member can be appointed to assist in completing the class nominations list. The class president should appoint a new nominating committee member to fill the vacancy.
- Evaluate whether a candidate is qualified for the job (e.g., when considering a potential candidate for treasurer, make certain that she has solid bookkeeping and money management skills; with a potential head class agent, check to see if she has given to the Mount Holyoke Fund in the past and is comfortable asking others to donate). Some issues to consider about the candidate: Does she have the skills/qualifications?
- Does she have the time to manage the job?
- What type of follow-through capabilities does she have?
- Communicate the roles, responsibilities, and deadlines of the position to each potential candidate.
- Consider allowing candidates to "job share" a position. This will divide the responsibilities between two individuals and make the position more appealing to some class members. If the committee is considering this option, do take into account the compatibility of candidates for the job sharing.
- When discussing potential positions with candidates, refrain from promising the nomination until the committee has fully reviewed all possible candidates. Obtain commitment from the candidate that, if nominated and elected, she would serve the entire term. It is important to stress to candidates that they are required to fulfill the responsibilities of office; otherwise, they will be removed according to criteria established by your class bylaws.
- Finalize the proposed slate and forward it to the class president and reunion chair to include in the winter reunion letter. Coordinate with the reunion chairs for the appropriate timing.
- Promptly notify all candidates who were not selected, and make sure to thank them for their interest and commitment to the class. This should be done prior to the winter reunion mailing, which should contain the proposed slate.

The outgoing president is responsible for turning in the final voted slate to the Alumnae Association before leaving campus on reunion weekend. This ensures that class records will be accurate.

Interim Appointments

The Nominating Committee should stay up to date with classmates in case a change is needed in the roster of officers because of nonparticipation or resignation. The president must solicit the advice of the Nominating Committee in making the necessary interim appointments.

ELECTRONIC VOTING GUIDELINES

Some classes may want to explore using electronic voting to elect class officers, so that classmates who are not able to attend Reunion can participate in the class election. Classes should first review their bylaws to determine if electronic voting is allowable. If the class rules appear to bar electronic voting, the class board must first seek to update the bylaws.

Proposed Bylaws Language

To be inserted in the Sample Class Bylaws:

Article IV: Meetings, Section 2

B. Elections may also be held by electronic vote to enable members who cannot be present at the reunion meeting to participate in class decisions. If electronic voting is used, a deadline for voting will be announced when the ballot is released and the quorum requirements for "Meetings by Mail" in Article VI, Section 2 will apply. The board will work to ensure the integrity of electronic voting by using a system that limits each member of the Class of xxxx to a single vote.

Suggested Revision

Article VI: Meetings, Section 2
"Meetings by Mail." Questions initiated by the Executive Committee may be voted on by mail and/or electronically. The number of ballots returned within the time indicated on the ballot will constitute a quorum.

Recommended Procedures for Electronic Voting

1. Once the class Nominating Committee has completed the slate, the class board should finalize a beginning and end date for the online election. It is recommended that the election period end at midnight on the Friday of the class reunion weekend. Survey tools such as Survey Monkey can be set to automatically close voting at a specified date and time.

2. The election should be set up using a website or program that will limit the ability of class members to vote multiple times. For example, Survey Monkey can be set to place a cookie on user's computers, which will recognize if the user has already voted and bar an additional vote from being placed by the same person.

3. When creating the ballot, space should be allocated for classmates to write in additional candidates, to function as an electronic version of a floor nomination in a regular class meeting. If a write-in candidate receives the most votes at the end of the election period, the Nominating Committee should check with the alumna prior to declaring the election results to confirm that she will accept the position. If the alumna does not agree, the candidate with the next highest vote tally should be declared the winner.

4. Notice of the online election should be sent to all classmates. If members of the class do not have active email addresses on file with the Alumnae Association, written notice should be sent by the class board to those classmates. Written notice will be funded by the class treasury.

5. A voting location should be designated in the class reunion dorm to provide reunion attendees with the opportunity to vote in the election if they have not done so already.

6. Election results should be announced at the class meeting during reunion weekend.

Sample Online Election Announcement Prior to a Reunion Vote

The Nominating Committee for your Mount Holyoke College Class of xxxx is pleased to present the slate of candidates for your next Class Board. These very capable classmates have agreed to a five-year term of service to our class [dates of term] beginning July 1. You can find a copy of the bylaws and profiles of the officer nominees on the class website [give url].

Although we hope to see all of you in South Hadley for Reunion, we understand that not everyone may be able to make it. Traditionally, the slate of candidates for the Class Board has been approved at Reunion. We have decided to give all of our classmates the opportunity to vote on the slate electronically before the reunion occurs. Please take advantage of this option, regardless of whether you are able to attend Reunion. We will also have a computer available on campus on the first night of Reunion for those who have not yet voted.

To vote, you can click on the link at the bottom of this email. Voting will be open [choose date] through midnight (EDT), Friday, [date of Reunion].

Thank you for your participation in this new voting process.

Your Class Nominating Committee,

APPENDIX I: CLASS OFFICER JOB DESCRIPTIONS

President

The class president is the link between her class, the Alumnae Association, and the College. She must lead with enthusiasm, energy, and commitment. Every president has her own personal style for addressing these duties and responsibilities, such as writing letters, sending emails, making personal visits, or calling classmates.

GENERAL DUTIES

The president:

- Makes sure that new officers know their duties and that all pertinent records have been turned over to them from previous officers; encourages newly elected classmates in their work and helps them to be effective officers
- Leads the development and implementation of a five-year plan of action for the class (see "Creating a Five-Year Plan" on page 7 for more details)
- Maintains regular contact with her class board and makes decisions about the direction of class activities
- Works with the communications coordinator on the class outreach and communications plan
- Is an integral part of the class reunion planning (see below for more details)
- Writes at least one class letter per year (see "Class and Reunion Communications" on page 11)
- Calls at least one meeting of the class board each year (via face-to-face meetings or conference calls)
- Approves all bills for payment by the treasurer
- Informs the Alumnae Association of all class appointments and keeps track of class honoraries (if your class has honoraries, see Reunion Planning Handbook [*http://alumnae.mtholyoke.edu/volunteers/reunion-planning*] for more information)
- Works with the head class agent and the Advancement Office as needed and can be a part of fundraising meetings; helps foster a positive environment for fundraising
- Solicits the advice of the class Nominating Committee in making interim appointments necessitated by resignation or nonparticipation of elected officers
- Writes condolence letters (for sample sympathy letters, contact the director of classes and reunions

REUNION RESPONSIBILITIES

In regard to Reunion, the president:

- Attends a reunion planning workshop 8 months prior to Reunion
- Works with the reunion chair on reunion communications
- Appoints the Nominating Committee chair from the three members voted in at the last reunion and selects two other classmates to be members of the Nominating Committee according to class bylaws; monitors progress on the elections
- Presents the class history at the Alumnae Association Annual Meeting or Alumnae Association Meeting
- Keeps track of addresses for class honoraries and invites them to the class social hour and dinner
- Approves the reunion budget

- Reviews reunion-related duties with the treasurer and makes sure that if the treasurer cannot attend Reunion, she (the president) has the checkbook at Reunion
- Presides over the class meeting at Reunion
- At the forty-fifth reunion be sure to discuss budget and plan for connection class activities
- Turn class meeting minutes in to the Alumnae Association
- Ensures that a final class officer slate is given to the Alumnae Association by Sunday of Reunion
- Notifies all newly elected officers of their office and helps with the transition of records, especially with the treasury
- Writes a letter to the class after Reunion, thanking the reunion organizers and announcing the new class board

Note: More detailed reunion responsibilities can be found in the Reunion Planning Handbook at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning*.

Vice President (This position may also include reunion chair responsibilities.)

The vice president should have duties designated by the president. Each Nominating Committee should work with the class board to outline these duties before soliciting candidates for the position. Anyone accepting this office must be prepared to work closely with the president and take over presidential responsibilities, if necessary.

Specific duties for this office may include: chairing Reunion, organizing mini-reunions, being a contact with Mount Holyoke class "sisters" or "granddaughters" and/or with class honoraries, promoting mini-reunions and class activities, or class outreach. The vice president may also be asked to share the responsibility of writing a class letter.

Reunion Chair(s)

See also the Reunion Planning Handbook at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning*.

- Organizes all aspects of the class's reunion, with input from the class president and the assistance of her reunion committee.
- Attends the Reunion Planning Workshop 8 months prior to Reunion.
- Appoints the various committee chairs, outlines their duties and responsibilities, consults with them frequently, follows up on plans, and makes deadlines clear.
- Serves as the primary contact with the Alumnae Association. (If there are co-chairs, one person is selected as a designated "primary" contact.) Both co-chairs will receive all communications.
- Keeps in touch with the Alumnae Association staff member who works directly with reunions. Forwards questions and communications from the committee to the Association.
- Writes or co-writes two reunion class letters—due in October and January—and sends all pieces of the mailing in one batch to the Alumnae Association.
- Keeps class president informed of progress, problems, and mailings.
- Develops the reunion budget by collecting estimates of reunion expenses from various reunion committee chairs and working with the class treasurer.
- Authorizes expenditures related to Reunion and gives bills to class treasurer for payment.
- Completes and returns all forms provided by the Alumnae Association.

- Attends the meeting of class presidents and reunion chairs during the reunion weekend (date and time will be announced in a reunion planning memo).
- Following Reunion, completes an evaluation for the Alumnae Association and organizes the files, turning them over to the next elected or appointed reunion chair.

Secretary and/or Scribe

The secretary/scribe position may be combined or split, depending on the class. Each portion of the position is described below.

SECRETARY

The secretary:

- Is responsible for preserving class records, keeping minutes of board and class meetings, and retaining the meeting minutes book
- Supervises the collection and storage of all permanent class records and memorabilia, except for the records kept by the scribe, class agent, and treasurer; the College Archives (413-538-2013) can provide advice on keeping permanent records of the class
- Assists members of the executive committee with the preparation of letters and publications
- Occasionally assists the president and reunion chair, as requested, in preparing a letter to the class after Reunion (a special reunion scribe may be appointed instead)

SCRIBE

The scribe:

- Is responsible for gathering, verifying, and preparing class news items, which are forwarded to the *Mount Holyoke Alumnae Quarterly* class notes editor four times a year (the scribes' guide, available at *http://alumnae.mtholyoke.edu/volunteers/resources/quarterly-scribes-guide* or from the *Alumnae Quarterly* office [413-538-2301], provides instructions for preparing class notes
- Maintains a file that contains correspondence received for class notes from a class member and news about classmates
- Coordinates with the president and communications coordinator to solicit updates on classmates' activities
- Informs Alumnae Information Services (*ais@mtholyoke.edu*) of address changes for class members; AIS will then confirm changes with the alumna if there are any questions
- Notifies the Alumnae Information Services of the death of any class member and arranges for the publication of a tribute (news of a death must be verified by a dated newspaper clipping or a letter from a near relative; a personal tribute by a classmate who knew the deceased is desirable, but the scribe may wish to contact a family member for a tribute, or write one herself)
- May appoint regional assistants, who relay news from each region

Social Chair (Graduating Seniors through Two-Year Reunion)

Following graduation, the senior class social chairs become the class reunion chairs. For further information on reunion chair duties, see page 23 and the Reunion Planning Handbook at *http://alumnae.mtholyoke.edu/volunteers/reunion-planning*.

Treasurer

The treasurer keeps permanent, accurate and businesslike records of all class funds, which, at the end of her term, are transferred to her successor. Additional information on class treasuries can be found in "General Guidelines for Class Treasuries" on page 13 and at *http://alumnae.mtholyoke.edu/volunteers/financial-information*.

GENERAL RESPONSIBILITIES

The treasurer:

- Establishes and maintains a bank account in the following name: Class of _____, Mount Holyoke College, _____, Treasurer. The name of the bank and the account number must be filed with the Alumnae Association. The class president and treasurer are required cosignatories on the class accounts. (Note: Use of the class Employee Identification Number [EIN] on the bank account is recommended in order to avoid tax liability on dividends or interest. Contact the Alumnae Association for the number.) The treasurer should select a bank account after she identifies the options available, the associated fees, etc.
- Completes and submits an Annual Financial Report (Form C) provided by the Alumnae Association by July 31 each year
- Collects dues authorized by the class; a minimum of $35 for every five-year period is recommended, although many classes ask $35–$75 for a five-year period
- Records and promptly deposits all receipts
- Promptly pays all bills that have been approved by the class president; such approval may be indicated in writing or by email and attached to the paid bill and filed
- Reconciles bank statements on a monthly basis
- Sends financial reports to the class president at least every six months; the format of such reports should parallel that of the Annual Financial Report (Form C), e.g., Beginning balance (July 1); Receipts, by category; Disbursements, by category; Ending balance (June 30)
- Attends class board meetings or provides written accounting reports
- Transfers the treasury and records to the new class treasurer by September 15 following Reunion
- Schedules a meeting either in person or over the phone with the new treasurer to update her on the state of the class treasury
- Has the books reviewed by another class officer or someone appointed by the president at least once every five years (see "General Guidelines for Class Treasuries" on page 13 for information on how to conduct this financial review)

REUNION RESPONSIBILITIES

In regard to Reunion, the treasurer:

- Arranges (in consultation with the president and reunion chair[s]) to have sufficient reserve funds on hand preceding reunion, so that bills may be paid promptly.
- Deposits all checks for class fees and pays all Reunion bills
- Brings the class checkbook to Reunion. Many reunion volunteers expect reimbursement at the event. If the treasurer is unable to attend Reunion, she should send the class checkbook to the class president so that the president may write any necessary checks. (The class president should be a cosigner on the account.)

- Settles the balance due to the Alumnae Association immediately after receipt of bills
- Renders an accounting of reunion finances to the Alumnae Association, class president, and the incoming class treasurer by August following Reunion
- Transfers the treasury and records to the new class treasurer by September 15; schedules a meeting with the incoming treasurer, either in person or over the phone, to give her an overview of the class treasury

Note: The two treasurers (outgoing and incoming) will overlap in treasurer responsibilities for a few months until all the current accounts are settled. The incoming treasurer will need to open a new account or provide new signature cards for the class treasury during that overlap time. Once the outgoing treasurer has settled the reunion accounting, and the incoming treasurer has opened a new account, the outgoing treasurer sends the new treasurer a bank check closing her current account. She would also send her all the class treasury books and records (and complete the transfer of responsibilities) to the incoming treasurer.

OTHER TREASURER RESPONSIBILITIES

The treasurer must maintain records according to the Alumnae Association's fiscal year (July 1–June 30) and include detailed listings of receipts and expenditures, bank statements, backup documentation that may be necessary to substantiate amounts received and disbursed (e.g., dues notices, reunion fee schedules, invoices). She should record all transactions in sufficient detail in order to easily complete the Annual Financial Report (Form C) submitted to the Alumnae Association.

In general, class financial records must be retained for seven years following the end of the fiscal year to which the records pertain, per IRS rules. After that time, the records can be destroyed in accordance with IRS guidelines, which are available at *http://www.irs.gov/pub/irs-pdf/p4221pc.pdf*. The treasurer should retain summary information, including year-end account balances and annual receipts and expenditures by major category (e.g., copies of the Annual Financial Report Form C).

Class Communications/Web Coordinator

The class communications coordinator (previously called Web coordinator) is responsible for creating, maintaining, and updating the class website or other class social media. Keeping these media current and interesting can be quite time consuming, so splitting the position between two co-coordinators can ease the amount of work and make it much more fun. Creativity is a needed criterion; this is another instance where two heads can be better than one.

RESPONSIBILITIES

The communications/Web coordinator:

- Works with other class officers to communicate upcoming events to class members
- Attends class board meetings
- Communicates regularly with class members to ensure accuracy of information
- Works with the Alumnae Association staff to ensure the class website and other social media are linked through the Alumnae Association's website
- Posts regular updates to the class social media/website to ensure the presentation of recent pictures and information
- Attends Reunion

QUALIFICATIONS

The communications/Web coordinator must have:

- The ability to create and/or maintain a class website or social media site
- Strong computer and internet skills, to allow website to function across all platforms and browsers and/or a strong understanding of appropriate social media for class communication
- Basic skills in photography and photo editing
- A willingness to communicate with classmates to ensure information is accurate and up to date
- An interest in Web page design and creativity for content of a website or social media site
- The ability to work as a team with other class officers and the Alumnae Association staff
- A desire to increase participation and communication between class members

Class Nominating Committee

The class Nominating Committee consists of five members: three elected by the membership at Reunion and two appointed by the president, who also appoints one of the five members as chair. It is strongly recommended that one of the three elected members be chosen as chair.

The Nominating Committee selects candidates for elective class officers and submits an official slate for class elections. The only additional nominations that can be considered for any given office are those made from the floor at the time of the election at the class meeting.

Consent of the nominee must first be obtained. Before Nominating Committee members begin their work, they should familiarize themselves with the job descriptions of the offices to be filled.

DUTIES OF THE NOMINATING COMMITTEE CHAIR

The Nominating Committee chair is responsible for contacting all the committee members, making assignments of positions to be filled, setting up a timeline, and making sure the slate is ready for distribution to the class prior to Reunion. The chair should set up a conference call no later than early fall of the reunion cycle to start the process.

Head Class Agent

This officer reports directly to advancement office staff. Questions or concerns regarding any of the duties listed should be directed to the appropriate Advancement staff liaison.

The head class agent is responsible for her class target contribution to the Mount Holyoke Fund each year. She is a motivator and manager of a team of Cornerstone callers and class agents or reunion gift callers who work under her. In addition to her other duties, she appoints a planned giving chair in consultation with the Advancement Office after the 20th reunion. Selection of the Head Class Agent is made in conjunction with the class liaison in the Office of Advancement.

GENERAL REQUIREMENTS

In general, the job of head class agent requires the following qualities:

- Organization, energy, determination
- Comfort with recruiting help, delegating responsibilities, managing the work of others, and asking for gifts
- Personal commitment to goals (in this case, the dollar goal and the percentage of participation goal)
- Enthusiasm for Mount Holyoke and the ability to transmit that enthusiasm

Throughout the year, the head class agent receives strategy assistance and support from an annual giving officer at the College. She needs to work closely with the annual giving officer to devise a suitable schedule for the volunteer. Training is provided for new head class agents by the Office of Advancement.

The advancement office has a detailed schedule that provides a more specific overview of the duties involved; call 413-538-2032 for a copy.

REUNION GIVING

The head class agent should contact the advancement office directly for detailed information. Members of the reunion gift team include: the class president, the head class agent, class agents, and Cornerstone callers.

Other Leadership Opportunities

The Alumnae Association eagerly seeks class volunteers interested in leadership roles in other aspects of the organization. Any alumna interested in serving on the board of directors and/or its committees should send her name to the Nominating Committee or to the executive director of the Alumnae Association. Many of the committees are involved in policy and program creation. Current committees include: finance, classes and reunions, nominating, clubs, communications, and volunteer stewardship. More information can be found at *http://alumnae.mtholyoke.edu/volunteers/contact-us/board-of-directors*.

APPENDIX II: FIVE-YEAR PLANS

SNAPSHOT OF FIVE-YEAR GOALS (SAMPLE)
CLASS OF _____

YEAR	GOALS
Year One	• Encourage classmates to keep up interest and involvement in this postreunion year • Ensure that transition from former class board is complete, including the transfer of the treasury • Celebrate and communicate highlights of the past reunion • Plan a mini-reunion with a goal of 30 classmates in attendance • Review Mount Holyoke Fund giving results and encourage more participation • Create class website
Year Two	• Plan a mini-reunion in another city • Encourage classmates to send updates for the Alumnae Quarterly • Continue to update and maintain class website
Year Three	• Continue to encourage new participation in the Mount Holyoke Fund • Reach out to inactive classmates to generate broader volunteer base • Plan a mini reunion
Year Four	• Start to gather reunion team • Find a reunion chair if one was not elected at previous reunion • Set reunion participation and dollar goals for class contribution to Mount Holyoke Fund • Appoint Nominating Committee Chair and two new members of the Nominating Committee • Have Nominating Committee start inquiring about potential candidates for class offices
Year Five	• Complete reunion team • Attend Reunion Planning Workshop held on campus in the fall • Update class website often to include Reunion information • Strive for significant increases in attendance at Reunion • Personally reach out to as many classmates as possible • Have a great reunion!

YEAR ONE: (SAMPLE) JULY–JUNE

CLASS GOALS:

- Encourage classmates to keep up interest and involvement in this postreunion year
- Ensure that transition from former class board is complete, including the transfer of the treasury
- Celebrate and communicate highlights of the past Reunion
- Plan a mini-reunion with a goal of 30 classmates in attendance
- Review Mount Holyoke Fund giving results and encourage more participation
- Create/update class website

ACTION STEPS:

All Officers:
- Gather Reunion stories and pictures to send out in postreunion letter
- Communicate with outgoing officers to effect a smooth transfer
- Review list of attendees at the past reunion to see if there are any potential new volunteers for the class

President:
- Identify potential host for mini-reunion, help plan event, attend (if possible)
- Review class treasury
- Appoint a Communications/Web coordinator if position was not slated

Vice President:
- Help plan mini-reunion; attend mini-reunion, if possible

Treasurer:
- Contact outgoing treasurer to effect transfer
- Discuss potential budget for mini-reunion
- Complete Form C by August 31

Head Class Agent:
- Review class giving history
- Work with Office of Advancement on participation strategies

Communications/Web Coordinator:
- Create or update class website

ASSOCIATION TASKS:

- Outgoing treasurer to submit Form C to Association (July 31)
- Send out annual letter to class
- Submit class notes to Alumnae Quarterly (four times a year)

ACTION STEPS:

President:
- Send out annual class letter

Vice President:
- Offer to assist with class letter

Treasurer:
- Comply with Alumnae Association treasury guidelines

Head Class Agent:
- Work with Office of Advancement on fundraising goals

Scribe:
- Gather information for Class Notes from wide variety of classmates

FIVE-YEAR PLAN (SAMPLE)

RESPONSIBILITIES—EACH YEAR	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Collaborate on class letter	X	X	X	X	X	X	X	X
Send class letter (Aug. and Jan. good time)	X							
Post class letter on website						X		
Update website each quarter						X		
Submit Form C to Alumnae Association			X					
Send copy of Form C to president			X					
Advise president of bills (for approval)			X					
Submit class notes to Quarterly each quarter				X				
Set up meeting of class board	X							
Participate in meeting of class board	X	X	X	X	X	X	X	X
Discuss/plan mini-reunions	X	X						
Lead class projects		X						
Review class giving history					X			
Work with Office of Advancement on participation strategies					X			
Work with Office of Advancement on fundraising goals					X			
Send Annual Appeal letter					X			
Encourage participation in Mount Holyoke Fund	X	X	X	X	X	X	X	X

YEAR ONE (SAMPLE)

RESPONSIBILITIES—YEAR ONE	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Communicate with predecessor to ensure smooth class board transfer of responsibilities	X	X	X	X	X	X	X	X
Send out postreunion letter	X						X	
Ensure that former treasurer has sent in Form C by July 31			X					
Develop/update class website						X		
Set up class bank account			X					
Select class agents					X			
GOALS:								

YEAR TWO (SAMPLE)

RESPONSIBILITIES—YEAR TWO	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Update website each quarter						X		
Write annual class letter	X							
GOALS:								

YEAR THREE (SAMPLE)

RESPONSIBILITIES—YEAR THREE	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Recruit reunion chair(s)	X							
Update website each quarter						X		
Write annual class letter	X							
GOALS:								

YEAR FOUR (SAMPLE)

RESPONSIBILITIES—YEAR FOUR	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Review list of attendees from previous reunion to identify possible new volunteers to work on upcoming reunion	X						X	
Write annual class letter	X							
Have reunion chair(s) in place	X							
Recruit reunion subcommittee leaders							X	
Update website each quarter						X		
Appoint chair of Nominating Committee from three elected at last reunion	X							
Appoint balance of Nominating Committee	X							
Hold Nominating Committee meeting to: • Discuss list of potential candidates • Discuss procedures to select slate								X
Turn in final class meetingminutes to Alumnae Associationbefore leaving campus after Reunion weekend	X							
GOALS:								

YEAR FIVE (SAMPLE)

RESPONSIBILITIES—YEAR FIVE	Pres.	VP	Treas.	Sec'y./ Scribe	Head Class Agent	Comm./ Web Coord.	Reunion Chair	Nom. Chair
Update website each quarter						X		
Attend Reunion Planning Workshop in the fall	X						X	
Send fall reunion letter by November 15 (due to the Alumnae Association by October 15)	X						X	
Send winter reunion letter by March 15 (due to the Alumnae Association by January 15)							X	
Complete selection of candidates for new class board by February 1								X
Prepare records for hand-off to new officers	X	X	X	X	X	X	X	X
Conduct class meeting on reunion weekend	X							
Present final slate of new officers during class meeting at Reunion								X
Prepare and present financial report at class meeting during reunion weekend			X					
Turn in approved slate to Alumnae Association before leaving campus after reunion weekend	X							
GOALS:								