

Leadership Best Practices for Recent Graduate First and Second Marshals

This document outlines leadership best practices for recent graduate Class Committee First and Second Marshals. Note that the HAA defines recent graduates as those up to 10 years out from graduation, but we hope that this information will be helpful to you in the years beyond.

Resources for Class Volunteers

First and Second Marshals should be knowledgeable about all informational resources available to recent graduate College class volunteers on the Recent Grads page of the College Alumni Programs Officers Lounge website.

A thorough understanding of this information will help you best support your Class Committee and activities chairs, while also ensuring that they are fulfilling their responsibilities and taking advantage of the resources available to them. You may want to consider yearly email reminders to your Class Committee (perhaps during the summer) to point them to these resources, with a focus on the alumni life roles and responsibilities document.

These are living documents, so if you think information should be added or clarified, or if new documentation should be created, please be in touch with your HAA staff liaison.

Working with the Class Treasurer and Class Secretary (and Media Team)

The First and Second Marshal should continue to stay in touch with the Secretary and Treasurer as the other members of the Cabinet of the Class Committee regarding all important matters. This group will also continue to work collaboratively as part of the Recent Graduate Engagement Committee.

In addition to their roles with the Class Committee and the Recent Graduate Engagement Committee, Secretaries and Treasurers are also part of the AHCCS&T – the Association of Harvard College Class Secretaries and Treasurers, so they may at times have responsibilities beyond the work of the Class Committee. Your Secretary or Treasurer might even be asked to serve on the AHCCS&T Executive Committee at some point, which is the leadership of the Association.

In alumni life, the Secretary will continue to be the point person for class communications and lists, and the Treasurer will continue to be the point person for use of class funds. But we hope that you will continue to work together as a leadership group of four on all important matters, and to keep everyone in the loop.

The best practices for recent graduate communications and treasury documents on the Officers Lounge should extensively summarize the major duties and work of Secretaries, Treasurers, and the Media team, and they should also refer to the appropriate sections of the Class Committee roles and responsibilities document as well.

Working with Program Marshals and House Representatives

The alumni life responsibilities of Program Marshals and House Representatives include continuing to plan and promote events. In practice, the work looks a lot like the responsibilities of activities chairs. If

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Program Marshals and House Representatives are looking for additional resources beyond what is in the Class Committee roles and responsibilities document, the Programming Best Practices for Recent Graduate Program Marshals/House Reps document will be the best resource for them. This includes information about planning events, collaborating with activities chairs, publicizing upcoming events, sending communications, budgeting and funding, and collaborating with other Harvard groups.

Working with Activities Chairs

Activities chairs are College alumni volunteers who support their Class Committees in non-reunion years. They bring classmates and alumni from surrounding classes together, serving as key players in keeping College alumni connected to each other. Unlike the Class Committee roles which are continuous until (if) they step down, activities chair terms are for one year (July-June) and are renewable.

The HAA helps recent graduate classes recruit their activities chairs by creating a central registration form and emailing past volunteers to sign up again. Note that while the HAA will market the volunteer opportunity to past volunteers about signing up again in June/July each year (in addition to your own marketing and recruiting efforts) the form will stay open throughout the year, so new volunteers can sign up at any time. So, if you want to encourage classmates to sign up at a different point in the year, you should feel welcome to do so. With this in mind, the HAA will plan to send you a first list of volunteers in the summer, but please feel free to request an updated list at any time.

The activities chairs role description and onboarding document are the best sources of information about this volunteer role. For most classes, there is no appointing or approval process for activities chairs. Once they sign up, they officially hold the title! The HAA will follow up with them by email shortly after they sign up, thanking them for volunteering, and outlining some of the ways they can make the most of their role (including by sharing the onboarding document). Some classes may develop their own unique processes for managing these volunteers, so we defer to you to do what works best! If you discover/utilize new best practices, it would be great if you could share those with your HAA staff liaison so they can update any documentation and share broadly.

Class Committee Meetings

First and Second Marshals are encouraged to convene Class Committee meetings twice a year to check in with everyone (timing might be once in the fall and once in the spring). Unlike the Class Committee meetings in your senior year which were convened by your HAA staff liaison, recent graduate First and Second Marshals will be responsible for determining a date, setting up a meeting link, messaging the group, drafting the agenda, and running the meeting. That said, if you need help or advice on any of this, please be in touch with your HAA staff liaison. Additionally, you may feel free to invite your HAA staff liaison to join, either just to be there as a participant, or to speak to a certain topic.

Managing Class Committee Members

As mentioned above, a primary leadership role for you to play includes ensuring that Class Committee members are fulfilling the responsibilities of their role and taking advantage of the resources available to them. There may come a time when you need to approach a member about their ability to continue

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to effectively serve in the role (or they might come to you with similar concerns). This might then lead to a conversation about how you may be able to move forward with them still in the role, or if there might need to be a discussion about them stepping down and determining a replacement. Your HAA staff liaison can be a great resource for these conversations.

Encouraging Cross-Class Community

As First and Second Marshal of your Class Committee and class, you primarily serve your classmates. Throughout your experience, you might encounter opportunities to grow that community beyond just your class. Recent graduate class volunteers are encouraged to work across classes to build a larger network of volunteers and find new ways to connect the recent graduate Harvard community. You may find that this not only leads to new social opportunities, but new ideas for events and programs, the creation of ad-hoc volunteer groups to take on various initiatives, or the ability to informally encourage mentorship across the classes.

Beyond the connections you make in the HAA Recent Graduate Engagement Committee, you should also feel free to connect with other First and Second Marshals (or other Harvard volunteers) at any time. As the leaders of your class, you understand your class (and their needs) best, and we look to you to create an inclusive and engaging culture of programming, communication, and volunteerism that best speaks to your community.