

# College Class Committees 2016-2025

## Alumni Life Responsibilities

The priority of a Class Committee is to bring the Class together as a whole, connecting members of the Class to each other and Harvard College by modeling and facilitating communication, participation, volunteerism, and philanthropy among classmates.

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### Roles and Responsibilities

#### **First and Second Marshals (2)**

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- 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.
- Convene the Class Committee for one-to-two meetings per year.
- Ensure all Class Committee members are actively fulfilling their alumni-life responsibilities.
- Continue to regularly monitor the Class Committee email account in partnership with the Class Secretary.
- 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 the HAA and HCF staff.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Work with the Class Committee and HAA and HCF staff to recruit reunion committees.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Work with your Class Committee and the HAA on a transition and succession plan if members are planning to step down.

#### **Program Marshals (6)**

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- 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.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

# College Class Committees 2016-2025

## Alumni Life Responsibilities

### Gift Marshals / Harvard College Fund Marshals (6)

- 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.
- Remain a Harvard College Fund volunteer on the Recent Graduate Leadership Committee (RGLC) and continue to solicit classmates for annual gifts to the HCF as part of the RGLC.
- Maintain contact with HCF and 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.

### Class Secretary (1)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- 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 regularly monitor the Class Committee email account in partnership with the First and Second Marshal.
- Communicate with the class and provide regular updates to classmates about events, resources, and notes (at least two emails per year).
- Continue to work with the Media Team to keep class website and social media accounts active and updated.
- Submit information for class notes to Harvard Magazine and encourage classmates to do so directly.
- Request updated classmate lists from the HAA annually. If your classmates share new contact information with you, share this with the HAA.
- Maintain contact with the HAA regarding matters of University and class interest.
- Continue as a contributing member of the Association of Harvard College Class Secretaries and Treasurers, attend the annual meeting, and submit an annual report on class communications.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Serve as reunion Class Report Chair or help identify a proxy.
- Serve as Honorary Chair on the AHCCS&T Executive Committee in the year of your 25<sup>th</sup> Reunion and help identify a speaker for that year's annual meeting.
  - You may be asked at another time to serve a term on the Executive Committee.
- 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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## Alumni Life Responsibilities

### Class Treasurer (1)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- 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 class budget and track expenses, ensuring that the class remains solvent.
- Ensure that all authorized expenditures are properly documented and submitted for reimbursement.
- Maintain contact with the HAA regarding matters of University and class interest.
- Continue as a contributing member of the Association of Harvard College Class Secretaries and Treasurers, attend the annual meeting, and submit an annual report on class finances.
  - You may be asked at some point to serve a term on the AHCCS&T Executive Committee.
- Continue as a contributing member of the HAA Recent Graduate Engagement Committee through the end of your ninth year out from graduation.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with HAA staff and fellow Cabinet members to choose reunion committee chairs.
- Serve as reunion treasurer or help identify a proxy.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

### Media Team (3/4)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.
- 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.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

### House Representatives (13)

- Offer guidance to those in your role in the senior class.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA and the HCF.

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- 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.
  - Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
  - 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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### **Other Volunteer Roles and Committees**

#### **Activities Chairs**

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. Activities chairs are encouraged to join the reunion committee every five years.

#### **HAA Recent Graduate Engagement Committee**

This group is made up of Class Committee leadership (First Marshal, Second Marshal, Secretary, and Treasurer) and other members of the College classes up to nine years out from graduation. The committee reviews and designs processes to support recent graduate volunteers, welcome new volunteers, and create cross-class programming.

#### **AHCCS&T**

The Association of Harvard College Class Secretaries and Treasurers (AHCCS&T) is the group of all of the Harvard and Radcliffe Class Secretaries and Treasurers. The group convenes for an annual meeting, and is managed by the AHCCS&T Executive Committee, made up of members of the Association.

#### **Reunion Committees**

The purpose of a reunion committee is engagement with your class and Harvard during your quinquennial reunion year. All are encouraged and welcome to join the Reunion Committee! Reunion Committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate.

Reunion Committees are led by a team of Chairs, working in partnership with Harvard Alumni Association and Harvard College Fund staff.

Class Committees are different from Reunion Committees. Class Committee members are encouraged to, but not required, to join the Reunion Committee every five years.

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## Alumni Life Responsibilities

Reunion Committees evolve:

- Reunion Committees just last for your reunion year. A new committee will form for your next reunion in five years.
- Serving on your Reunion Committee one time doesn't mean that you're required to volunteer every reunion after this.
- Those who can't volunteer one year are always welcome to volunteer at a future reunion.

### Chief Marshal

The Chief Marshal role is separate from the Marshal roles on the Class Committee. Serving as Chief Marshal of alumni during Harvard Alumni Day is a special honor. As a longstanding Harvard tradition that dates back to 1899, this role is elected each year from the ranks of the 25th Reunion Class.

The Chief Marshal represents all University alumni at Harvard Alumni Day. Each August, class officers from the 25th Reunion are contacted and asked to select a class nominating committee. The committee invites suggestions from the Class and screens candidates based on one's career success, vocations, and avocations; contributions to their community and the larger society; and service to the College.

### HAA Crimson Society

The HAA Crimson Society represents all Harvard and Radcliffe College alumni/ae who have already celebrated their 50th Reunion. The HAA Crimson Society Planning Committee is a group of volunteers from these class years who plan initiatives and programs for this cohort.

### HAA Board of Directors

The Harvard Alumni Association (HAA) Board of Directors, under the leadership of the Executive Committee, empowers volunteers to strengthen the Harvard alumni community.

This advisory board guides the fostering of alumni community building, creating University citizens of alumni and alumni volunteers. Their work focuses on developing volunteer leadership and increasing and deepening alumni engagement through an array of programs that support alumni communities worldwide.

College Directors are nominated by Harvard and Radcliffe College alumni and class leaders in partnership with the HAA staff and are appointed by the Executive Committee. They are selected based on their demonstrated volunteer leadership and capacity to work effectively with their College-based generational cohort. Directors serve as liaisons between the HAA and their cohort classes.

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## Alumni Life Responsibilities

### Office Overviews and Mission Statements

#### **Harvard Alumni Association**

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. The purpose of the HAA is to promote the welfare of Harvard University and to establish a mutually beneficial relationship between Harvard University and its alumni.

#### **College Alumni Programs Office**

The College Alumni Programs Office of the HAA serves more than 100,000 Harvard and Radcliffe College alumni. The office oversees and develops programming to preserve and maintain Harvard traditions and to create new opportunities to connect members of the Harvard community with one another and with the University.

The Class Report Office of College Alumni Programs publishes fourteen Reports annually for each Harvard and Radcliffe quinquennial reunion class. Informally known as the “Red Books,” Class Reports are a long-standing Harvard tradition, dating back at least to the mid-1800s.

#### **Harvard College Fund**

The Harvard College Fund (HCF) fosters a philanthropic community in support of Harvard College’s students and its mission of truth, excellence, and inclusivity. This broad base of more than 30,000 College alumni, parent, and student donors and volunteers contributes gifts at all levels to the Harvard College Fund each year. Their flexible, current-use gifts are used immediately to ensure that the College is accessible to all, and that each student has the resources they need to succeed.

#### **Alumni Affairs and Development**

The HAA and HCF are two collaborative groups within Alumni Affairs and Development.

Alumni Affairs and Development inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

Harvard University Alumni Affairs & Development (AA&D) programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities, are expected to demonstrate honesty, integrity, and civility in those activities, and are accountable for their conduct there with University alumni, students, parents, volunteers, employees, and invitees.

Harvard University Alumni Affairs & Development reserves the right to suspend services to and to exclude from participation in AA&D programs any person whose inappropriate behavior adversely affects the safety, well-being, and inclusion of community members.