

Overview of the AHCCS&T Executive Committee

AHCCS&T and Executive Committee Overview

The Association of Harvard College Class Secretaries and Treasurers (AHCCS&T) is composed of all Harvard and Radcliffe College class secretaries and treasurers (who are also members of their respective Class Committees). These individuals manage their class communications, treasury, and events to engage their classmates. In general, there are two active members of AHCCS&T from each class – one Secretary and one Treasurer but there could be more than one. In some cases, a single volunteer will serve as both Secretary and Treasurer. AHCCS&T membership (as a result of the volunteer serving as Class Secretary or Treasurer) lasts for life or until the member resigns.

The Association gathers for an annual meeting which includes a business meeting with Association and University updates as well as a guest speaker from the 25th Reunion class (in addition to any other programming the Executive Committee might want to hold).

The main goal of the AHCCS&T Executive Committee is to direct the mission and functions of the Association. The AHCCS&T Executive Committee consists of members of AHCCS&T (i.e. Class Committee Secretaries and Treasurers) serving in these specific Association leadership roles:

- President
- Secretary
- Treasurer
- No more than six at-large members of the Association
- Honorary Chairperson (the Secretary of the 25th Reunion class)
- The Association's College Appointed Director to the Board of the Harvard Alumni Association (the past President)

Terms vary depending on the position. The President and College Appointed Director hold their position for two years. The term for an Honorary Chairperson is one year. The rest are up to six years, but there's no expectation that a committee member holds their role for the maximum amount of time.

The AHCCS&T Executive Committee will typically convene four times per year for one hour. The first meeting will take place in late September or early October and will set forth the goals of the Executive Committee for the coming year. The second and third meetings will take place early in the new year and will be focused on planning for the AHCCS&T Annual Meeting, typically held in April. The fourth and final meeting will take place in June and will debrief on the Annual Meeting and the past year.

The AHCCS&T Executive Committee will work in partnership with an HAA staff liaison to convene the Executive Committee, determine the goals and initiatives of the Executive Committee each year, manage communications and outreach to members of the Association, and plan for the Annual Meeting of the AHCCS&T. In preparation for the Annual Meeting, the Executive Committee will work with the staff liaison to prepare the annual reports that all members should complete so the Executive Committee can best understand the work and needs of the Association. Following the annual reports and the invitation to the annual meeting being sent out, Executive Committee members will follow up with a set of Association members to confirm attendance.

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The Quill and Key is the quarterly AHCCS&T newsletter. Sent to all Association members, *The Quill and Key* is an HAA staff initiative that provides opportunities for Class Secretaries and Treasurers to share best practices, learn about resources to succeed in their roles, hear HAA and University updates, and to honor new and deceased members.

AHCCS&T Executive Committee members may be asked to partner with the HAA staff liaison to draft and/or review communications such as the annual report request for submissions, annual meeting invite and reminders, and *The Quill and Key* newsletter.

The AHCCS&T Nominating Committee consists of the President, the Secretary, and the Treasurer. They work in partnership with the HAA staff liaison to determine vacancies on the slate for the coming year and identify potential new members to serve on the Executive Committee starting the following year. The Nominating Committee will be convened in January with additional discussion to be scheduled as needed. Nominees will be contacted by a member of the Nominating Committee to discuss interest and availability before being added to the official slate. The slate will be presented at, and voted on, during the Annual Meeting of the AHCCS&T. Each year, the new slate takes effect on July 1.

Roles and Responsibilities of the Executive Committee

It should be noted that these Executive Committee roles are in addition to their regular Class Secretary or Treasurer responsibilities.

President

- Hold position for two years.
- Be knowledgeable about minimum standards for Class Secretaries and Treasurers.
- Be knowledgeable about resources for Class Secretaries and Treasurers.
- Convene meetings of the Executive Committee in partnership with the HAA staff liaison.
- Lead meetings of the Executive Committee in partnership with the HAA staff liaison.
- Draft and/or review communications to the Association when requested by the HAA staff liaison.
- Draft and/or review introductory message to the Quill & Key newsletter (4 per year).
- Finalize annual report template in partnership with the Executive Committee and the HAA staff liaison.
- Work with the Executive Committee and the HAA staff liaison to plan the Annual Meeting.
- Conduct personal outreach to an assigned cohort of Association members to submit annual reports and RSVP to the Annual Meeting.
- Convene the Annual meeting of the AHCCS&T and present the Business Meeting in partnership with the Treasurer.
- Review annual report submissions from the Association to understand the work and needs of the group.
- Help plan and execute other initiatives of the Executive Committee.
- Conduct outreach to members of the Association as needed and be responsive to communications from Association members.
- Serve as a member of the Nominating Committee with two other members and the HAA staff liaison to determine the slate for the following year's Executive Committee.

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- The President will also be invited to meetings of (and included on communications about) the Reunion Leaders Roundtables, a gathering of reunion year class leaders and HAA staff to learn about and share best practices for their reunion. The President is invited for their information and awareness and does not need to be an active participant in the meetings. If the President cannot attend a Roundtable meeting, they should appoint another member of the Executive Committee as a delegate.
- At end of term, will then hold a two-year term as a College Appointed Director on the HAA Board of Directors.

Secretary

- Hold position for up to six years.
- Become President (for a two-year term) upon the conclusion of the term of the previous President.
- It should be noted that the Executive Committee Secretary need not be a Class Secretary; a Class Treasury could become the Executive Committee Secretary.
- Be knowledgeable about minimum standards for Class Secretaries and Treasurers.
- Attend meetings of the Executive Committee.
- Record minutes at meetings of the Executive Committee.
- Help educate Class Secretaries about minimum standards of the role.
- Be knowledgeable about and help educate Class Secretaries about communications tools available to them, including sending emails through the HAA, using a third-party email service, or sending email through a classes.harvard.edu website (if applicable).
- Be knowledgeable about resources for Recent Graduate and Crimson Society Class Secretaries.
- Finalize annual report template in partnership with the Executive Committee and the HAA staff liaison.
- Work with the Executive Committee and the HAA staff liaison to plan the Annual Meeting.
- Conduct personal outreach to an assigned cohort of Association members to submit annual reports and RSVP to the Annual Meeting.
- Attend the Annual Meeting of the AHCCS&T. There will usually be an opportunity to present a segment.
- Record minutes at the Annual Meeting of the AHCCS&T.
- Review annual report submissions from Class Secretaries of the Association to understand the work and needs of the group.
- Help plan and execute other initiatives of the Executive Committee.
- Conduct outreach to members of the Association as needed and be responsive to communications from Association members.
- Serve as a member of the Nominating Committee with two other members and the HAA staff liaison to determine the slate for the following year's Executive Committee.
- Become the President of the AHCCS&T at the conclusion of the previous President's term.

Treasurer

- Hold position for up to six years.
- It should be noted that the Executive Committee Treasurer need not be a Class Treasurer; a Class Secretary could become the Executive Committee Treasurer.

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- Be knowledgeable about minimum standards for Class Secretaries and Treasurers.
- Attends meetings of the Executive Committee.
- Help educate Class Treasurers about minimum standards of the role.
- Be knowledgeable about and help educate Class Treasurers about the HAA Partnered Treasury Program.
- Be knowledgeable about resources for Recent Graduate and Crimson Society Class Treasurers.
- Finalize annual report template in partnership with the Executive Committee and the HAA staff liaison.
- Work with the Executive Committee and the HAA staff liaison to plan the Annual Meeting.
- Conduct personal outreach to an assigned cohort of Association members to submit annual reports and RSVP to the Annual Meeting.
- Attend the Annual Meeting of the AHCCS&T and present during the Business Meeting in partnership with the President.
- Review annual report submissions from Class Treasurers of the Association to understand the work and needs of the group.
- Help plan and execute other initiatives of the Executive Committee.
- Conduct outreach to members of the Association as needed and be responsive to communications from Association members.
- Serve as a member of the Nominating Committee with two other members and the HAA staff liaison to determine the slate for the following year's Executive Committee.

Up to six at-large members of the Association

- Hold position for up to six years.
- Be knowledgeable about minimum standards for Class Secretaries and Treasurers.
- Attend meetings of the Executive Committee.
- Finalize annual report template in partnership with the Executive Committee and the HAA staff liaison.
- Work with the Executive Committee and the HAA staff liaison to plan the Annual Meeting.
- Conduct personal outreach to an assigned cohort of Association members to submit annual reports and RSVP to the Annual Meeting.
- Attend the Annual Meeting of the AHCCS&T. There might be an opportunity to present a segment.
- Help plan and execute other initiatives of the Executive Committee.
- Conduct outreach to members of the Association as needed and be responsive to communications from Association members.

Honorary Chairperson (the Secretary of the 25th Reunion class)

- Hold position for one year.
- Work with the Executive Committee and the HAA staff liaison to determine a member of their class to invite as a guest speaker at the Annual Meeting.
- Send an invitation to the guest speaker.
- Work with the HAA staff liaison to brief the guest speaker.
- Attend the Annual Meeting of the AHCCS&T and introduce and thank the guest speaker.
- Attend meetings of the Executive Committee.

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The Association's College Appointed Director to the Board of the Harvard Alumni Association (the past President)

- Hold position for two years.
- Serves in an advisory capacity to the President.

The Harvard Alumni Association and Board of Directors

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University including more than 400,000 alumni in more than 200 countries. 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.

The Harvard Alumni Association office sits 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.

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 College Alumni Programs team works with 20+ committees made up of alumni and student volunteers each year, and hundreds of other volunteers across more than 75 College class years.

The Harvard Alumni Association Board of Directors is an advisory board that guides the fostering of alumni community building and creating University citizens of alumni and alumni volunteers. The main work of the Board of Directors focuses on developing volunteer leadership, increasing and deepening alumni engagement through an array of programs that support alumni communities worldwide.

College Appointed Directors of the HAA Board serve as the principal liaison between the HAA and the individual classes represented in each of the College cohorts. There are six College Directors assigned to each of the four College cohorts (except in the youngest cohort where there are seven). In total there are twenty-six College Appointed Directors, including the most recent President of the Association of Harvard College Class Secretaries and Treasurers – AHCCS&T, under the leadership of the Vice President for College Alumni Affairs. College Directors are nominated by Harvard College and Radcliffe College alumni and class leaders and appointed by the Executive Committee. They serve as the connective tissue both externally (between the HAA and the classes) and internally (within and between the College cohort committees).

Overview of the AHCCS&T Executive Committee

FY24 AHCCS&T Executive Committee, HAA Staff, and HAA Board Contacts

President: Brad Paraszczak '11

Secretary: April Edrington '91

Treasurer: Debra Graham '88

Honorary Chair: Peter Manasantivongs '99

Executive Committee: *Above officers with:*

Michelle Dimino '14, Committee Member

John Henn '64, Committee Member

Arthur Karell '01, Committee Member

Rod Kessler '71, Committee Member

Nina Srivastava '18, Committee Member

Ex Officio:

Tom Quirk '74, College Appointed Director representing AHCCS&T

Sarah Karmon, Executive Director, HAA

Kristen DeAmicis, Senior Director, College Alumni Programs, HAA

Lily Gillespie, Director Reunions and Classes, College Alumni Programs, HAA