

Guidance for Harvard College Class Committees for Class Engagement During Alumni Years 1-10

- This document provides an overview of major responsibilities for the Class Committee leadership following graduation.
- Class Committee members have flexibility beyond the responsibilities outlined below.
- Class Committee leaders are also welcome to consult with HAA staff members at any point about best ways to engage their Class.
- This is a living document, so please share any questions or potential updates with HAA staff.

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0-1	<ul style="list-style-type: none"> ● Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). ● Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) ● Market Real World for Recent Grads events. 	<ul style="list-style-type: none"> ● Review responsibilities and expectations for class committee members in alumni life. Understand that class committee members may drop and have process for replacements in partnership with HAA staff ● Highlight Class' Commencement in media engagement ● Update website to archive senior year content ● Secretary gets list of Class Committee post-grad email addresses from HAA and shares with Class Committee ● Ensure activities chairs have signed up with HAA and help promote recruitment of them (repeat annually) 	<ul style="list-style-type: none"> ● First and Second Marshal convene Class Committee meeting. ● Secretary requests updated class email list from HAA (repeats annually) ● Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) ● Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) ● Class Committee members might receive questions or social outreach from the next class committee (seniors) 	<ul style="list-style-type: none"> ● Holiday message to class (repeat annually) ● Check in on activities chairs post-WTYC and HY/FF to see what their next steps are, educate on role as needed (repeat annually) 	<ul style="list-style-type: none"> ● First and Second Marshal convene Class Committee meeting. ● Mention @college email expiring ● Highlight Global Networking Night in media engagement (repeat annually) ● Remind class about Board of Overseers and Elected Directors voting (repeat annually) ● Highlight Housing Day in media engagement (repeat annually) ● Highlight Harvard Alumni Day in media engagement (repeat annually) ● Consider 1 year "graduversary" media posts or events

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4-5	<ul style="list-style-type: none"> ● Reminding classmates to update email and address over time (and note how regional event invites are tied to preferred address). ● Encourage participation in student-engagement programming (Career Network, Crimson Careers, Firsthand Advisors, Networking 101, Alumni Coffee Chats) ● Market Real World for Recent Grads events. 	<ul style="list-style-type: none"> ● HAA reaches out to First Marshal, Second Marshal, Secretary, and Treasurer to teach them about the reunion year process. ● HAA shares reunion year info class-wide. ● Help recruit Reunion Co-Chairs and planning Committee ● Note: No activities chairs this year - interested volunteers should join the reunion committee instead. 	<ul style="list-style-type: none"> ● Review reunion planning materials collated by HAA. ● 5th Reunion planning led by HAA reunion team and volunteer committee ● Secretary requests updated class email list from HAA (repeats annually) ● Coordinate with other recent alumni classes and HAA about Harvard-Yale/Fall Fest (repeat annually) ● Support Welcome to Your City programming and promotion in partnership with HAA and activities chairs (repeat annually) ● Highlight Harvard Moves in media engagement (repeat annually) 	<ul style="list-style-type: none"> ● 5th Reunion planning led by HAA reunion team and volunteer committee ● Holiday message to class (repeat annually) 	<ul style="list-style-type: none"> ● 5th Reunion planning led by HAA reunion team and volunteer committee ● Highlight Global Networking Night in media engagement (repeat annually) ● Remind class about Board of Overseers and Elected Directors voting (repeat annually) ● 5th Reunion and Harvard Alumni Day!

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