



August 1, 2006

Dear Reunion Class Nominating Chairs,

We look forward to welcoming you and your class to Smith for your Reunion next May! You play a vital role in helping your class plan for the next five-year cycle. Attached are the **Class Election Slate Form**, elected **Class Officer job descriptions**, and a **current list** for your class showing all leadership roles class members have held.

Candidates for offices should be contacted directly, have an opportunity to review the job description carefully, and must agree to serve prior to their names appearing on the slate. Any questions the candidates have regarding exact responsibilities may be directed either to the current class officer holding the position or to me.

Please note that the 65th reunion class receives increased reunion planning support from the AASC, and thus there are fewer responsibilities for the Vice President/Reunion Chair. Post—65th reunions are planned entirely by the AASC, and members of these classes are guests of Smith College during their reunion.

For classes compiling a slate to be elected at the 65th Reunion:

- ◆ Consider recruiting co-officers in as many positions as possible
- ◆ If the class is planning to turn the treasury over to be administered by the Alumnae Association (or has already done so), there is no need to fill the treasurer's position.
- ◆ For fund-raising officers, the class fund agent is the position of primary importance. Once that slot is filled, the memorial chair and then the special gift chair should be recruited. All fund-raising officers work directly with the Office of Advancement.
- ◆ The class president appoints planned giving chairs with the assistance of the Office of Planned Gifts and Bequests.

In cooperation with the Offices of Advancement and Admission, we host an annual Alumnae Volunteers Conference for newly-elected class officers in the fall following Reunion. A "Save the Date" mailing will be sent to volunteers during the summer following Reunion. Training sessions are held for each class officer position, and participants also have ample opportunity for networking and class meetings.



If you have any questions, or if you need additional information, please feel free to contact me. Please complete the form and return it to me before Reunion, if possible. If your class has a double slate and the elections held during Reunion will determine the new officers, please return the slate to me or to your class' staff ambassador during Reunion weekend next spring.

Best regards,

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cc: Class Presidents, classes ending in 2 and 7
Samantha Pleasant, AASC
Michael Goodison, Alumnae Fund of Smith College
Betsy Carpenter '93, Alumnae Fund of Smith College
Joy Williamson, AASC
Peg Bielunis, AASC

CLASS PRESIDENT

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Reunions and Classes

The class President provides leadership to class officers and class members. She communicates annually with officers to ensure that they are meeting their responsibilities, oversees the schedule of class events, and is empowered to appoint assistants for any and all projects.

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a strong interest in her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to represent the college and respond to questions and needs of classmates
- ♦ Ability to make an annual gift to the Alumnae Fund

RESPONSIBILITIES

- ♦ Arrange an annual meeting with class officers, either at a mutually convenient location or via conference call
- ♦ Maintain regular and ongoing contact with the executive committee
- ♦ Send at least one class newsletter per year, which includes a report from the Alumnae Association and a report from the Executive Committee meeting
- ♦ Preside at the class meeting that marks the end of her term, held during the class reunion
- ♦ Attend the volunteers conference at the beginning of the term in office
- ♦ Attend Reunion
- ♦ In case of a resignation or vacancy, consult with the Executive Committee to appoint someone who can fill an unexpired term. If a class officer cannot or does not fulfill her responsibilities, it is the responsibility of the president, in cooperation with the Alumnae Association, to determine an appropriate course of action
- ♦ Maintain contact with the reunion chair during the planning and scheduling of reunion events
- ♦ Keep records of important class literature, communications with class officers and class members, and correspondence of note involving the Alumnae Association. These files must be passed on to the succeeding president.

APPOINTMENTS

- ♦ Reunion Co-Chair (if needed)
- ♦ Nominating Committee Chair
- ♦ Web Chair

CLASS VICE PRESIDENT

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Reunions and Classes

The principal duty of the vice president is to act as Reunion Chair. She appoints classmates to committees and coordinates the work of all involved, and works closely with the Alumnae Association and college staff.

Reunion is an important and large-scale event for each class, and detailed information about the job responsibilities are contained in the *Reunion Planning Guide*. This document is designed as a resource for class volunteers and is distributed at the Volunteers Conference approximately 18 months prior to Reunion.

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a wide acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to represent the college and respond to questions and needs of classmates
- ♦ Ability to make an annual gift to the Alumnae Fund

RESPONSIBILITIES

- ♦ Plan reunion logistics and schedule for the class
- ♦ In cooperation with the class treasurer, oversee the reunion budget
- ♦ Supervise a committee to organize various reunion events
- ♦ Act as the principal source of reunion information and submit a reunion update to the class President for inclusion in the annual class newsletter
- ♦ Act for the president if she is unable to fulfill the responsibilities of the position
- ♦ Coordinate the development of a theme and corresponding graphics for Reunion and be responsible for specific reunion mailings to the class
- ♦ Attend the volunteers conferences at both the beginning of term in office and eighteen months prior to Reunion
- ♦ Attend Reunion
- ♦ Maintain a notebook that includes reunion mailings, newsletters, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding vice president

APPOINTMENTS

- ♦ House Representatives
- ♦ Meal Chairs
- ♦ Headquarters Chair
- ♦ Parade Chair
- ♦ Nametag Chair

Other possible Reunion Committee Chairs:

- ♦ Spouse/Partner Activity Chair
- ♦ Program or Event Chair
- ♦ Newsletter Chair
- ♦ Parade Sign Chair

CLASS SECRETARY

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Assistant Editor of the *Smith Alumnae Quarterly*
Assistant Director for Reunions and Classes

The class secretary is responsible for submitting a Class Notes column four times a year for the "Alumnae Update" section of the *Smith Alumnae Quarterly (SAQ)*. The class secretary is also responsible for maintaining class files and keeping an accurate record of class business.

QUALIFICATIONS

- ♦ Excellent organizational skills
- ♦ Enthusiasm for Smith, a wide acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to solicit information from classmates
- ♦ Ability to make an annual gift to the Alumnae Fund
- ♦ Computer and internet access is strongly recommended

RESPONSIBILITIES

- ♦ Report any changes in a classmate's name or address to the records department
- ♦ Write a "Class Notes" column for publication in the SAQ and submit it in a timely fashion, either via mail or the *SAQ Online* website (<http://saqonline.smith.edu>)
- ♦ Assist both the class nominating committee and the reunion chair with nominations to reunion committees or for class officer positions
- ♦ Maintain informational files regarding classmates and class business that is of historical value to the class
- ♦ Keep minutes of class and Executive Committee meetings
- ♦ Submit a report from class officer meetings and a listing of lost classmates for the annual class newsletter
- ♦ Attend the volunteers conference at the beginning of the term in office
- ♦ Attend Reunion

CLASS TREASURER

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Assistant Director for Reunions and Classes

The class treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records.

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a wide acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to solicit class dues from classmates
- ♦ Ability to make an annual gift to the Alumnae Fund
- ♦ Computer (spreadsheet) experience strongly recommended

RESPONSIBILITIES

- ♦ Determine a 5-year financial plan for the management of class funds that meets the needs of the class and is reviewed and approved by the class Executive Committee
- ♦ Submit an itemized financial statement for inclusion in the annual class letter
- ♦ Submit a financial summary to the Alumnae Association at the end of each fiscal year and maintain a record of these year-end statements
- ♦ Submit an itemized financial statement to the class at the reunion class meeting
- ♦ Solicit dues from class members (usually in the fall)
- ♦ Pay all authorized class bills and volunteer reimbursements, and ensure that the class has a firm financial base from which to launch a Reunion
- ♦ Assist the reunion chair in developing a reunion budget
- ♦ Close the books and transfer financial records to the new treasurer following reunion
- ♦ Attend the volunteers conferences at the beginning of term in office
- ♦ Attend Reunion

CLASS WEB CHAIR

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Web and Systems Specialist
Assistant Director for Reunions and Classes

The class web chair is responsible for creating and maintaining the class web site.

QUALIFICATIONS

- ♦ Excellent organizational skills
- ♦ Strong computer skills and internet access are required
- ♦ Enthusiasm for Smith, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to communicate with classmates to ensure information is accurate
- ♦ Familiarity with HTML and/or WYSIWYG Web Development/Desktop Publishing software (Macromedia Dreamweaver, Adobe GoLive, Homesite, or similar tool)

RESPONSIBILITIES

- ♦ Create and maintain the class Web site, ensuring pages are accessible across a wide range of web browsers (Mozilla Firefox, MS Internet Explorer, Netscape, etc.) and platforms (PC and Macintosh)
- ♦ Take steps to ensure the security of classmate's personal information that may be accessible on the site
- ♦ Communicate regularly with other members of the class executive team to ensure timely and accurate information is on the class web site
- ♦ Work with Alumnae Association staff to be sure the class web site is linked through the AASC web site
- ♦ Attend the volunteers conference at the beginning of term in office
- ♦ Attend Reunion

ALUMNAE FUND VOLUNTEER POSITIONS *(included for information)*

CLASS FUND AGENT

TERM ♦ 5 years, elected position

ALUMNAE FUND CONTACT • Alumnae Fund Class Liaison 413 585.2056

The Class Fund Agent is responsible for coordinating the efforts for classmates with asks of \$1,000 and below. She will strategize ways to increase class participation in Alumnae Fund giving, solicit classmates for annual gifts, and thank donors.

RESPONSIBILITIES:

- ♦ Managing a group of classmates being solicited for participation gifts
- ♦ Soliciting classmates in writing and/or by telephone
- ♦ Engaging in conversations and activities with classmates to strengthen their affiliation with Smith
- ♦ Helping the class achieve greater levels of support and participation in the Alumnae Fund
- ♦ Giving consistently to Smith
- ♦ With staff liaison, recruiting Class Gift Committee
- ♦ Attend the volunteers conference eighteen months prior to Reunion

SPECIAL GIFT CHAIR

TERM ♦ 5 years, elected position

ALUMNAE FUND CONTACT • Alumnae Fund Class Liaison 413 585.2056

The Special Gift Chair is responsible for coordinating efforts for classmates in the special gifts pool (typically alumnae who will be asked for a gift of \$1000 or more.) The Special Gift Chair monitors the progress of the special gift committee by reviewing reports prepared by the Fund office, and solicits annual leadership gifts from the special gift committee. She helps her class identify new prospective donors at the special gifts level, and assists the staff liaison in determining ask amounts for these alumnae.

RESPONSIBILITIES:

- ♦ Soliciting annual gifts at the special gifts level in writing and/or by telephone
- ♦ Thanking donors for their gifts to Smith
- ♦ With staff liaison, recruiting and appointing the Special Gift Committee
- ♦ Engaging in conversations and activities with classmates to strengthen their affiliation with Smith
- ♦ Giving consistent leadership gifts to Smith
- ♦ Attend the volunteers conference eighteen months prior to Reunion

MEMORIAL GIFT CHAIR

TERM ♦ 5 years, elected position

ALUMNAE FUND CONTACT • Alumnae Fund Class Liaison 413 585.2056

The Memorial Gift Chair is elected in those classes that have graduated 20 or more years ago. Memorial chairs coordinate fundraising efforts for gifts in memory of deceased classmates.

RESPONSIBILITIES:

- ♦ Researching contact information for next of kin of deceased classmates
- ♦ Writing letters of condolence to families when informed of a classmate's death
- ♦ Writing thank you notes to next of kin when the Alumnae Fund is mentioned in an alumna's obituary
- ♦ Writing thank you notes to acknowledge all Alumnae Fund memorial gifts credited to the class
- ♦ In reunion year, asking classmates to give reunion year memorial gifts
- ♦ In reunion year, writing notes to deceased classmates' next of kin to invite them to participate in the class Alumnae Fund reunion gift to Smith
- ♦ Attend the volunteers conference eighteen months prior to Reunion