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August 26, 2008

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.

Based on extensive feedback from class fund agents and other key volunteers, the process for recruiting fund raising volunteers was changed this year. Nominating chairs do not need to find class volunteers for these positions. However if anyone in your class is enthusiastic about fund raising and wishes to volunteer, please forward their name to The Smith Fund.

Please note that the 65<sup>th</sup> reunion class receives increased Reunion planning support from the AASC, and thus there are fewer responsibilities for the Vice President/Reunion Chair. Post—65<sup>th</sup> 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 65<sup>th</sup> 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.
- ♦ 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 training conference for newly-elected class officers in the fall following Reunion. Information will be sent to volunteers after 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,

A handwritten signature in black ink, appearing to read "Amy S. Holich-Dunn", with a long horizontal flourish extending to the right.

Amy S. Holich-Dunn AC '05  
Assistant Director for Reunions and Classes  
800 526.2023, option 4  
413 585.4406  
fax 413 585.2015  
aholich@email.smith.edu

cc: Class Presidents, classes ending in 4 and 9  
Samantha Pleasant, AASC  
Karen Boehnke '99, The Smith Fund  
Betsy Carpenter '93, The Smith Fund  
Joy Williamson, AASC  
Peg Bielunis, AASC

# CLASS ELECTION SLATE FORM

*Please submit to the Alumnae Association*

Name of person completing form \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_

Date submitted \_\_\_\_\_ Class \_\_\_\_\_

Our class is offering (please check one)  single slate  double slate

(if double slate, please attach names of additional slate)

President \_\_\_\_\_  
*current last name undergraduate last name first name*

Co-President \_\_\_\_\_  
*if applicable current last name undergraduate last name first name*

Vice President \_\_\_\_\_  
*current last name undergraduate last name first name*

Co- Vice President \_\_\_\_\_  
*if applicable current last name undergraduate last name first name*

Treasurer \_\_\_\_\_  
*current last name undergraduate last name first name*

Co-Treasurer \_\_\_\_\_  
*if applicable current last name undergraduate last name first name*

Secretary \_\_\_\_\_  
*current last name undergraduate last name first name*

Co-Secretary \_\_\_\_\_  
*if applicable current last name undergraduate last name first name*

Web Chair \_\_\_\_\_  
*current last name undergraduate last name first name*

Volunteer positions for The Smith Fund are no longer filled through the election process. If any class member is interested in fund raising and wishes to volunteer, please indicate their names here and a member of The Smith Fund staff will follow up with the individual.

\_\_\_\_\_  
\_\_\_\_\_

Please return this form to: Amy Holich-Dunn AC '05, AASC  
The Alumnae House  
33 Elm Street  
Northampton, MA 01063  
800 526.2023, option 4  
fax 413 585.2015

## **CLASS PRESIDENT**

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**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 Smith Fund

### **RESPONSIBILITIES**

- ♦ Arrange an annual meeting with class officers (the Executive Committee), 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, with two additional newsletters or other communication in the year preceding Reunion
- ♦ Preside at the class meeting that marks the end of her term, held during Reunion
- ♦ Attend the volunteer training 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

## CLASS VICE PRESIDENT

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**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 volunteer training 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 Smith 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 volunteer training 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

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**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 Smith 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 volunteer training conference at the beginning of the term in office
- ♦ Attend Reunion

## **CLASS TREASURER**

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**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 Smith 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 to the class president for inclusion in the annual class newsletter
- ♦ 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 volunteer training conference at the beginning of term in office
- ♦ Attend Reunion

## **CLASS WEB CHAIR**

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**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 volunteer training conference at the beginning of term in office
- ♦ Attend Reunion