



March 25, 2011

Dear Reunion Class Nominating Chairs,

We look forward to welcoming you and your class to Smith for your Reunion in 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. **Please note that the job descriptions have been updated significantly to reflect new practices and procedures.** Any questions candidates have regarding exact responsibilities may be directed to the current class officer holding the position, to me regarding AASC positions, or to Smith Fund staff regarding fund raising positions.

Based on extensive feedback from class fund agents and other key volunteers, the process for establishing Smith Fund volunteers has changed. **In post-45th Reunion classes**, the nominating chair and class president should review names of classmates interested in these positions with the appropriate Smith Fund staff. Once individuals are identified, the class president appoints the Class Fund Agent(s) and Special Gift Chair(s) (before Reunion, if possible). Planned Giving Chairs are selected with the assistance of the Office of Planned Gifts and Bequests. These are class officer positions.

In 45th and pre-45th Reunion classes, the nominating chair does not need to find classmates to fill Smith Fund volunteer positions. However, Smith Fund directors are interested to know about members of your class who are enthusiastic about fund raising and wish to volunteer. Please forward their names to your Smith Fund staff liaison for consideration.

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. Classes compiling a slate to be elected at the 65th Reunion should 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.

Newly-elected volunteers may access the Class Officer Handbook, available as a PDF on the Alumnae Association Web site, to become familiar with their responsibilities. They will also be invited to participate in training opportunities (webinars and conference calls). At this point, we plan to continue hosting a Reunion planning workshop for Vice Presidents and Reunion Chairs, approximately eighteen months in advance of their upcoming Reunion.

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

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 Events and Programs
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cc: Class Presidents, classes ending in 1 and 6
Samantha Pleasant, AASC
Betsy Wydra 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 _____ Class _____

E-mail _____ Date submitted _____

PLEASE PRINT CLEARLY AND USE FULL NAMES

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 _____
or Reunion co-chair 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

Please return this form to: Assistant Director for Events and Programs, AASC
The Alumnae House
33 Elm Street
Northampton, MA 01063
800 526.2023, option 4
fax 413 585.2015

CLASS PRESIDENT

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Senior Associate Director

The class President provides leadership to class officers and class members. She communicates regularly with officers to ensure that they are meeting their responsibilities, ensures that the class maintains a Web site, and is empowered to appoint assistants for any and all projects.

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a strong interest in and 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
- ♦ Computer and internet proficiency is strongly recommended

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
- ♦ Work with the AASC to send broadcast emails to the class as appropriate, driving classmates to the class Web site and encouraging them to utilize Smith's online sources for current information
- ♦ Preside at the class meeting that marks the end of her term, held during Reunion
- ♦ Participate in training offered by the AASC as appropriate, and become familiar with online resources available to class volunteers on the AASC Web site
- ♦ 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

- ♦ Nominating Committee Chair (approximately two years before Reunion)

CLASS VICE PRESIDENT

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Events and Programs

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 Alumnae Association and college staff.

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

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a strong interest in and 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
- ♦ Computer and internet proficiency is strongly recommended

RESPONSIBILITIES

- ♦ Plan Reunion schedule/programming 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 communications to the class
- ♦ 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 communications to the class
- ♦ Participate in training offered by the AASC as appropriate throughout her term in office and specifically eighteen months prior to Reunion
- ♦ Attend Reunion
- ♦ Maintain a notebook that includes Reunion mailings, newsletters, E-mails, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding vice president

APPOINTMENTS

- ♦ Reunion Co-Chair
- ♦ House Representatives
- ♦ Meal Chair(s)
- ♦ Headquarters Chair
- ♦ Parade Chair
- ♦ Nametag Chair

Other possible Reunion Committee Chairs:

- ♦ Mini-Reunion Chair
- ♦ House Reps Chair
- ♦ Spouse/Partner Activity Chair
- ♦ Program or Event Chair
- ♦ Classbook Chair (milestone Reunions)

CLASS SECRETARY

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Assistant Editor, *Smith Alumnae Quarterly*

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 strong interest in and 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 proficiency is strongly recommended

RESPONSIBILITIES

- ♦ Report any changes in a classmate’s contact information to the records department
- ♦ Write a “Class Notes” column for publication in the *SAQ* and submit it in a timely fashion, either via E-mail or mail
- ♦ Post class notes to the *SAQ* Web site
- ♦ Keep minutes of class and Executive Committee meetings
- ♦ Submit a report from class officer meetings and a listing of lost classmates for class communications and Web site
- ♦ Participate in training offered by the AASC as appropriate
- ♦ Attend Reunion

CLASS TREASURER

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Office Coordinator

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 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 solicit class dues from classmates
- ♦ Participate in training offered by the AASC as appropriate
- ♦ Ability to make an annual gift to The Smith Fund
- ♦ Computer (spreadsheet) and internet proficiency is strongly recommended

RESPONSIBILITIES

- ♦ Determine a 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
- ♦ Work with a financial planner as necessary regarding class tax records and filing requirements
- ♦ Submit an itemized financial statement to the class president for inclusion in any class communications as necessary
- ♦ 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
- ♦ 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 required IRS information as necessary
- ♦ Close the books and transfer financial records to the new treasurer following Reunion
- ♦ Participation in volunteer training throughout her term in office, as appropriate
- ♦ Attend Reunion

CLASS WEB CHAIR

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT ♦ Web and Systems Specialist

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, a strong interest in her class, and a desire to engage class members in both class and Alumnae Association events and communications
- ♦ 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 (Adobe Dreamweaver, Homesite, or similar tool)

RESPONSIBILITIES

- ♦ Create and maintain the class Web site, using either AASC templates or web development software, ensuring pages are accessible across a wide range of web browsers (Mozilla Firefox, MS Internet Explorer, Safari, 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
- ♦ Participate in training offered by the AASC as appropriate
- ♦ Attend Reunion

SMITH FUND VOLUNTEERS

Smith Fund volunteers are an invaluable resource for Smith College. They make calls to classmates to ask for their support, follow up when a classmate makes a gift with a thoughtful note of thanks, and spread the word about current events at Smith.

The first two positions are leadership positions which require strong communication skills, a history of Smith Fund support, and a desire to help Smith. Positions are usually appointed during the first year of the five-year cycle. A class may have more than one volunteer in any of these positions.

SPECIAL GIFT CHAIR

The Special Gift Chair is a class officer. She is responsible for coordinating efforts for classmates asked to consider a leadership gift. The Special Gift Chair appeals directly to a select group of classmates to ask for their support, identifies prospective leadership gift donors, and helps coordinate and monitor team progress. Responsibilities include:

- ◆ directly contacting classmates, usually by phone
- ◆ thanking donors for their gifts
- ◆ recruiting and coordinating other volunteers
- ◆ representing The Smith Fund
- ◆ giving consistent leadership gifts

CLASS FUND AGENT

The Class Fund Agent is a class officer. She is responsible for coordinating efforts to build class-wide participation. The Class Fund Agent appeals directly to classmates within this group to ask for support, helps strategize ways to increase participation and dollars, and helps coordinate and monitor team progress as we work toward reaching participation and dollar goals.

Responsibilities include:

- ◆ directly contacting classmates, usually by phone
- ◆ thanking donors for their gifts
- ◆ recruiting and coordinating other volunteers
- ◆ representing The Smith Fund
- ◆ consistent Smith Fund giving

ADDITIONAL SMITH FUND POSITIONS

The Special Gift Chair(s) and Class Fund Agent(s) may choose to work with their Smith Fund class manager to recruit Class Gift Agents, Special Gift Agents, Class Ambassadors and Class Stewards to help them with the fundraising of their particular group of classmates. All volunteers work with a small group of classmates (suggested 10-15 maximum) to whom they are “linked,” so that each volunteer has a chance to stay in touch with the same classmates throughout the volunteer term. All Smith Fund volunteers are expected to make their own annual Smith Fund gift as early as possible in each fiscal year.

CLASS GIFT AGENT AND SPECIAL GIFT AGENT

Volunteers who are eager to fundraise, Gift Agents are able to engage alumnae and facilitate gift conversations comfortably, and will have directed conversations leading to a gift. Phone calls to linked classmates are made each spring during non-reunion years. During the final, reunion, year, phone calls are made between October and December and again in the spring before reunion weekend. Gift Agents will follow up on Smith Fund gifts received with a note of thanks.

CLASS AMBASSADORS

Volunteers who are enthusiastic about Smith Fund support but do not wish to have direct gift conversations, Class Ambassadors reach out to alumnae to briefly ask that they consider supporting the Smith Fund, share Smith news and to encourage connections to Smith by sharing updates about campus developments, activities, and class news. Contacts are made in the spring during non-reunion years and between October and December in the reunion year. Smith College staff or phonathon callers will make directed gift appeals to Class Ambassadors' links. Ambassadors will follow up on Smith Fund gifts received with a thank you note.

CLASS STEWARDS

Volunteers who only wish to acknowledge gifts, Class Stewards express the college's appreciation for alumnae support by writing thoughtful thank you notes to those classmates to whom they are linked.