

CLASS SECRETARY

TERM ♦ 5 years

OFFICE OF ALUMNAE RELATIONS CONTACT ♦ Associate 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)*.

RESPONSIBILITIES

- ♦ Write a “Class Notes” column for publication in the *SAQ* and submit it by the required deadlines, either via email or regular mail
- ♦ Report any changes in a classmate’s contact information to the records department
- ♦ Communicate with the Associate Editor by phone and email as needed