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