

**SECTION I-B**  
**THE CLASS VICE-PRESIDENT**

## **The Class Vice-President -- An Overview**

The office of Vice-President is the most flexible of the class offices. Consequently, it can be the most important and demanding office. Creativity and organization are key characteristics for a Vice-President to have. Although each class generally defines the specific duties of the Vice-president depending on its particular needs, there are some obligations that all class Vice-presidents undertake.

- The Vice-President should be familiar with the duties of the President and should be prepared to step into the President's shoes if the President is unable to fulfil his/her duties for any length of time.
- The Vice-President should keep in close contact with the President in order to be able to quickly assume those duties without taking a lot of time to "get up to speed."
- The Vice-President should be familiar with all class events and activities.
- The Vice-President should attend all class meetings and participate in all class officer conference calls. In the event that the President is unable to preside at a class meeting or conference call, the Vice-President should be prepared to take charge.
- The Vice-President should assist the President in his/her duties, including following up on class projects, reunions plans, etc., as needed by the President.
- The Vice-President should be available to act as a sounding board for the President as new ideas for the class are born and developed.

## Regional Class Work

Many Vice-Presidents are in charge of setting up a network of Regional Class Liaisons (also called Regional Vice-Presidents) to notify classmates in different regions of upcoming Princeton events and to coordinate mini-reunions and other class events. In regions with only a few classmates, Vice-Presidents generally put regional liaisons in touch with liaisons from other classes to set up joint events. They may also be in contact with the local regional association and should consider serving on the association board.

Regional class liaisons are people who maintain the spirit of Princeton away from the campus. They help classmates remain connected to the class, each other and Princeton. They generally do not focus on fundraising, although some may play a dual role with Annual Giving or Development.

Regional class liaisons provide an additional link between Princeton and its alumni. Because Princeton alumni are so widely dispersed, the importance of regional activities cannot be stressed too much. Princeton's 163 regional associations play the major role in maintaining regional connections. However, many classes have found that regional activities strengthen reunions attendance and class spirit. The activities do not have to be large or frequent, but the class presence is important.

It should be noted that for some classes this structure does not work. The Vice-President should become familiar with the class as a whole and determine what structure works best for organizing regional events. Pay attention to what your class needs and address those needs through your role as Vice-President, even (especially!) if it means trying something creative and/or different.

### *Basic Information Regarding Regional Liaisons*

- Information on how to obtain class lists and labels by region and how to coordinate printing and mailing with the Alumni Council is discussed elsewhere in this Handbook.
- A Regional Class Liaison "kit" that you can give to each liaison is available from the Alumni Council. It contains the following: a list of classmates in the region, a list of liaisons in other classes in that region (if applicable), a contact sheet of Alumni Council staff who can help with instructions on how to set up an event and a page of suggested events and themes. Please allow a two- to three-week turnaround to receive these kits.
- The Vice-President should be fully responsible for the success of all regional class events. To do this, the Vice-President needs to be in close contact with the liaisons planning events. The Vice-President should be available to help and should also notify the class of the events planned so that they can be publicized in the *PAW* or in class newsletters. Finally, when events are completed, the VP should maintain the documentation of the event (contracts, logistics, who attended, etc.), so that the class is not constantly reinventing the wheel.

### *Working with Local Regional Associations*

To maintain a regional presence, liaisons do not have to work alone. They can and should utilize the resources of the local regional club or association. The most successful regional liaisons are constantly in touch with their local regional associations. It is highly recommended that they join the boards of those associations. This way, they can learn ahead of time about events going on at regional clubs that would interest their classmates and notify them. Many activities are already planned each month and classes are encouraged to piggyback on these activities. A good example is the Princeton Association of New England's Tiger Tent at the Harvard Game, which relies on the participation of class mini-reunions to make the event a success. Each class has an opportunity to have a regional class event and the regional association has greater participation. In these scenarios, everyone wins.

Some examples of popular Regional Association events include:

- Visits from Princeton teams (see tailgates below), singing groups and other performing groups. There are opportunities to have "Class Sections" or Mini Class Reunions" at these events. Not only do the attendees have a great time, but the events also provide alumni with the opportunity to support the students in their endeavors.
- Educational programs. Princeton often hosts educational programs in different regions, including regional conferences, alumni colleges and regional association precepts. The combination of educational and social opportunities is attractive to many people.

### *Working with other classes*

Classes are encouraged to work together, as well. Many classes fear low participation at regional events. Unfortunately, given the complexity of Princetonians' lives, low participation is sometimes a reality. One way to combat this is to plan an event with one or more other classes. A good example is a happy hour planned by the classes of 1986 through 1990 in Washington, D.C. There were approximately forty people in attendance and the event was considered a huge success by all. Had any of the classes done it themselves, attendance would not have been nearly so high. Sharing the work and the costs helps each class feel less burdened and allows for greater success.

### *Timing of events*

Remember that Princetonians lead very busy lives. It's important not to schedule too many activities. Generally, regional class activities are most successful when they are held no more than twice per year. One event per year is sufficient in most locations.

*Judging whether an event has been successful*

First, don't concentrate solely on the numbers. If your class hasn't had many activities in the past, or if you have a small base of people in your region, your numbers may be small. This does not necessarily signify a low quality or poorly-managed event. A successful event should meet its budget (break even, sometimes including mailing costs) and those who attend should have a good time. If people tell their friends that they missed a great event, the event was successful. Another measure of success is whether anyone outside the "core" group of involved alumni attended. If there were people there that you don't know or haven't seen before, the event should be considered a success.

## Activities, Events & Programs

Vice-Presidents often coordinate class activities, events and programs either themselves or through the network of class liaisons. No matter how the Vice-President chooses to structure the office, the Vice-President should always be responsible for establishing and fostering Class spirit as a whole by making classmates living in the far corners of the globe feel as much a part of the Class as those living in Princeton. More information on each of these activities can be found in Section III -- Class Activities.

### *Mini-Reunions -- Tailgates and Sporting Events*

Mini-reunions in different regions can center around a Princeton sporting event. When Princeton teams come to different parts of the country (and world) to play, classes often plan tailgates around the events. The Harvard and Yale Football games are the most popular tailgating events, although tailgates can be (and have been!) planned for a variety of different sports. Major sporting events occurring at Princeton can also be broadcast over an amplified telephone. More and more, Princeton sporting events are being televised on cable and on the regular networks. Sports bars are often willing to tune into a Princeton game if enough patrons request it.

### *Community Service Projects*

Local community service projects are also popular for regional events. The duty of planning such events often falls on the Vice-Presidents of those classes that do not have separate Community Service Chairs. [See Section I-E Other Officers.] A handbook is available from the Alumni Council with further information on planning and organizing Community Service events and projects.

### *Class Dinners, etc.*

Class dinners are a popular way of bringing classmates together in an informal or formal atmosphere. Class dinners are often coordinated around a performance by an undergraduate musical ensemble that is visiting the area, or a lecture by a Princeton professor or classmate. These most often occur in New York, but several classes have held "across the country" dinners on the same night. Dinners are not the only option. These events can be Cocktail parties, pub nights, happy hours, barbecues and more. Do whatever works for your class!

### *Electronic Communications*

As the Internet becomes more and more popular, classes are beginning to use this exciting technology to communicate with classmates and maintain up-to-date information that is easily accessible. Many regional events can be publicized to the class on a Class Web Page. This is an excellent and inexpensive way to keep the Class in touch despite the physical distance. In addition, several classes have begun class discussion groups on TigerNet. While often managed by the Class Secretary, these lists and other electronic communications issues could easily be managed by the Vice-President.