About Your Role as a Class Officer

The success of a class in serving the University and its own membership depends on the quality of its leadership.

As a class officer, you are the public face of your class, and your primary responsibilities are to the class and the University. Just as you expect classmates to support the goals that you and your class officers set for your class, as a class officer, you are expected to support the overall mission and best interests of the University.

Class officers should only use their class officer titles in conjunction with class business. Be mindful that you represent your class and, as such, you must separate your personal life and opinions from your class responsibilities. If this presents a problem for you at any time, recuse yourself and allow other officers to stand in for you.

Please familiarize yourself with the TigerNet policy (http://alumni.princeton.edu/tigernet/policy/) regarding appropriate use of data supplied by the University.

Do not hesitate to reach out to the Office of Alumni Affairs with any questions or for support.
The President plays a central role in the life of the class and should be fully informed about everything that is being done by or in the name of the class.

The President is primarily responsible for promoting class unity and spirit, and administering class business. The President is often the main link between the class, the alumni body at large, and the University. As such, the President must be willing to take on the job and tackle the work with enthusiasm and dedication.

The President’s first order of business should be to read the Class Constitution and Bylaws to ensure the actions taken conform to the policies set forth by the class and are fully updated and applicable as written. Other responsibilities include:

- appointing and overseeing non-elected class officers and committee chairs;
- understanding the responsibilities of all fellow officers and filling officer vacancies that may arise between elections;
- developing, in consultation with the other officers, short-term and long-term objectives;
- promoting participation of classmates in class activities;
- overseeing all class communications;
- coordinating at least one annual mailing printed on class letterhead;
- monitoring class stationery inventory with the Office of Alumni Affairs;
• developing effective, consistent and regular communications systems for class officers;
• serving as primary liaison with the Office of Alumni Affairs and with the officers of other classes;
• preparing an annual President’s letter and submitting it by August 1st for major reunion classes and August 15th for non-major reunion classes;
• assisting with the selection and training of new class officers.

The Vice President

The Vice President must be prepared to represent the class at gatherings and functions when the President is unable to do so. Classes typically depend on the Vice President to lead regional and ongoing activities for the class; a role that combines creativity with organizational skills. The Vice President’s responsibilities also include:

• keeping in close contact with the President and assisting the President with his/her duties as necessary;
• setting up a regional network of representatives or regional VPs, which can be very effective in promoting class camaraderie;
• coordinating regional activities including Annual Giving solicitations and reunion promotions;
• assisting with off-year reunion plans and mini-reunions;
• participating in all class officer meetings and conference calls.
The Class Secretary

The Class Secretary should be well known and trusted by classmates and able to connect with a broad spectrum of personalities.

The Class Secretary should have a flair for writing, should be organized in the collection of information, and should be in touch with as many classmates as possible. The Class Secretary’s responsibilities include:

- preparing timely submissions of the Class Notes column for every issue of the Princeton Alumni Weekly (PAW);
- submit artwork to the PAW for a major reunion year;
- coordinating class mailings and electronic communication;
- overseeing or contributing to a class website and social networking sites;
- responding to inquiries from classmates;
- cataloging and storing information about classmates and class business;
- notifying Alumni Records of classmates’ name and address changes;
- leading efforts to locate out-of-touch classmates;
- writing memorials, notifying Alumni Records and communicating with family of deceased classmates on behalf of the class;
- sending notices of class officer meetings;
- preparing and distributing minutes of meetings.
The Class Treasurer

The Treasurer post requires attention to detail and accuracy and astute budgetary planning to maintain the financial stability of the class.

The financial health of a class affects its vitality and spirit, so the Treasurer should do everything possible to see that the class is financially sound.

A Treasurer’s duties include:

• maintaining an accurate record of classmates and their payments of class dues;
• soliciting class dues, via an annual Class Treasurer’s letter, which will enable your class treasury to maintain a robust balance;
• budgeting for and paying class bills, such as the Princeton Alumni Weekly (PAW);
• keeping accurate financial records;
• reporting the class’s financial condition to the class;
• filing an annual financial report with the University;
• becoming familiar with the University’s policies for maintaining tax-exempt status as outlined in the Class Officers’ Handbook. Because of restrictions on tax-exempt organizations, all reunion expenditures must be kept separate from the class operating budget.
Many classes have important leadership roles that are spelled out in their Constitutions and Bylaws. These positions require special qualifications.

Class Agent for Annual Giving

- Coordinates solicitations with Annual Giving.
- Assembles a team of class volunteers across the country and around the world to assist with solicitations.
- Communicates with classmates through letters, e-mails, telephone calls, and personal visits.

Reunion Chair

- Commonly appointed for a five-year term, coinciding with each major reunion, including the satellite/off-year reunions.
- Works closely with other class officers and the Office of Alumni Affairs.
- Organizes a diverse committee of class volunteers to plan and execute a major reunion.
- Solicits class participation and attendance before and during Reunions.
Class Technology Chair

- Engages classmates through oversight of the class website and relevant social media.
- Serves as a technology resource for class officers regarding electronic communication.

Community Service Chair

- Leads the effort to implement a community service project important to the class.
- Sees that the class community service project does not undermine the class’s tax-exempt status.

Class Historian or Archivist, and Memorialist

- Keeps a record of class information and history.
- Collects class memorabilia.
- Prepares class memorials for the *Princeton Alumni Weekly* (PAW).

Regional Vice President

- Assists the Vice President in planning and execution of regional activities.
- Promotes class camaraderie in their designated regions through local communication and events.
- Leads regional team of class volunteers.
Class Events & Programming

Class Officers should encourage classmates to gather as often as possible, especially before or after athletic events, regional events, conferences, Alumni Day and, of course, Reunions. Events can and should be held outside of Princeton wherever classmates live or want travel. Mini reunions and class trips can be a great way to broaden classmate involvement and strengthen ties while visiting interesting destinations and creating lasting relationships.

To submit information on class events or mini reunions, complete the online survey or submit the printed form for inclusion on the online calendar and in the mini reunion database.

https://alumni.princeton.edu/volunteer/login/resources/class-volunteers/events/

ClassExchange

ClassExchange is a newsletter created for class officers. Launched in 1998, the newsletter is intended to engage class officers with articles of interest and ideas including best practices which might assist them in class governance and activities. Articles are written by members of the Class Affairs Committee and by staff members of the Office of Alumni Affairs. ClassExchange is published 1-2 times per year and is sent to all Class Presidents, Vice Presidents, Secretaries, Treasurers, Reunion Chairs and Class Associate Chairs.

https://alumni.princeton.edu/volunteer/login/resources/classes/classexchange/
Important Dates

There is no better way to celebrate being a Princetonian than coming together as a class! Gather regionally or come back to campus to reconnect with old friends, meet new ones and sample intellectual fare at events such as Alumni Day, Reunions and special alumni conferences.

For a listing of upcoming events, visit: https://alumni.princeton.edu/calendar/

Dues Incentive Program

The Office of Alumni Affairs provides a cash incentive to classes to help underwrite the costs of the President’s letter with the 1st Dues Request and the 2nd Dues Request mailings. The Dues Incentive Program is designed to help defray the cost of the hard copy mailings.

To receive the full incentive available to the class, the following requirements must be met:

- The completed Class Annual Financial Report must be received by the Controllers’ Office by August 15.
- The first dues request mailing (complete and ready to be processed) must be received by Alumni Mailing Services at acmail@princeton.edu by:
  - August 1 for Major Reunion classes
  - or August 15 for non-major reunion classes
- The second dues request mailing and the dues ledger must be received by Alumni Mailing Services at acmail@princeton.edu by:
  - November 1 for Major Reunion classes
  - or November 15 for non-major reunion classes
Awards for Classes

All classes and their class officers strive to empower and engage Princetonians. These awards are presented annually at the Alumni Council Annual Meeting Luncheon during Reunions.

Dues Awards

• The 1932 Plaque goes to the class with the highest percentage of dues-payers among classes more than 25 but fewer than 50 years out of Princeton.
• The 1941 Plaque goes to the class with the highest percentage of dues-payers among classes 2 to 25 years out of Princeton.
• The 1977 Plaque goes to the class more than 3 but fewer than 26 years out of Princeton that registers the largest percentage of improvement in dues participation over three consecutive years.
• The 1942 Senior Dues Participation Award goes to the class more than 50 years out of Princeton with more than 100 members on the class roll that has the highest percentage of dues-payers as of May 1 of the current year.

Young Alumni Award

• The 1932 Trophy goes to the class fewer than 10 years out with the most complete program of communication, activities, and dues participation.

For a complete listing of awards, visit http://alumni.princeton.edu/volunteer/awards/.
Event Attendance Awards

• The 1898 Trophy goes to the class with the largest number of classmates attending a gathering during the year between Reunions.
• The 1928 Trophy goes to the class with the largest number of classmates attending any gathering outside of Princeton during the year between Reunions.

Reunions Awards

• 1912 Trophy goes to the class, more than 50 years out of Princeton, with at least 10 members on its class rolls, having the highest percentage of members registered at Reunions.
• 1921 Plaque is for the largest number present at a major reunion.
• 1901 Cup is for the largest percentage of attendance at a major reunion.
• 1894 Bowl goes to the largest percentage of attendance at an off-year reunion.
• 1915 Cup goes to the largest number present at an off-year reunion.
• The Class of 1947 James Scott Clancy Memorial Reunion Trophy is for the best planned and run major reunion.
• The Class of 1945 P-rade Trophy is for the most enterprising P-rade entry.
• The Class of 1960 Quenby Award goes to the Class wearing the most imaginative costume.
• The Alumni Council Committee on Reunions Award for Innovation is for particular innovation that expanded the dimension of Reunions and was not otherwise recognized.
Useful Contacts

Office of Alumni Affairs (609) 258-1900
TigerNet Online Community Help Desk (609) 258-1542
TigerNet Volunteer Tools Help Desk (855) 249-1829
Alumni Records (609) 258-3114
Alumni Association Mailing Services (609) 258-3243

Class Affairs General Inquiries
classaff@princeton.edu

Submit publication-ready material for class mailings:
acmail@princeton.edu

Schedule conference calls:
classaff@princeton.edu

Submit Class Notes or Memorials to the Princeton Alumni Weekly (PAW): pawnotes@princeton.edu

Update Classmate information though Alumni Records:
alumrecs@princeton.edu or (609) 258-3114

Reunions General Inquiries
pureunions@princeton.edu

Alumni Faculty Forum General Inquiries
affs@princeton.edu

TigerNet Online Community Help Desk
tigernet@princeton.edu

TigerNet Volunteer Tools Help Desk
alumnivolunteers@princeton.edu