LETTER FROM THE CHAIR

Greetings, and welcome to the latest issue of ClassExchange. The focus of this issue is on leadership, and we provide ideas and information to help promote effective leadership for your class. In this issue we also introduce our new column, “Ask Adrienne,” written by Ken Moch ’76, a member of this committee, and our Alumni Council Associate Director for Class Affairs, Adrienne Rubin ’88. The focus of Adrienne’s column is to address your concerns, so please don’t hesitate to make them known to her, and she will be happy to address them. We also welcome any comments and suggestions you may have regarding ClassExchange.

The Committee on Class Affairs has had a productive year. We are here to assist you in your role as a class officer, and are always looking for and finding new ways in which to do that. In the near future you will find many of the tools you need to run your class on-line at our web site, including copies of standard forms and letters and the Class Officers Handbook and a series of mini-handbooks on various topics. If you have any ideas or suggestions, please let us know.

We hope you enjoy this issue.

NEW! ASK ADRIENNE!
SEE PAGE 3

2001-2002 CLASS AFFAIRS COMMITTEE
Nancy Reed Cassels ’73, Chair
Michael L. Barrett ’66, Vice-Chair

Frederick E. Crispin, Jr. ’53
Gail J. Franck ’83
Peter E. Hoey ’63
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Kenneth I. Moch ’76
Robert W. Norton ’65
Elizabeth G. Osborne S50 h36
David K. Reeves ’48

Stephanie R. Schueppert ’93
David C. Siegfried ’64
John M. Smith ’55

Alumni Council Staff:
Dottie Ferrara h22 h27
Dawn Reading
Adrienne A. Rubin ’88

The Class Associates Committee was formed in 1990 as an expansion of Annual Giving’s In Memoriam program. “Class Associate” describes a spouse, widow or widower of a Princeton alum. The president of each class from 1920 through 1976, and of the Association of Princeton Graduate Alumni, appoints one or more Class Associate Chairs who serve on the Committee together with alum advisors and certain University staff members. The Committee is co-chaired by Hannah Fox W39 and Liz Osborne S50 h36. It is ably supported by Annual Giving Associate Director Linda Mahler, as Director, and Ellen Riscoe h36, as Meeting Coordinator. The Class Associates Chairs maintain contact with their class officers and other constituents and in many cases serve on their classes’ executive committees.

Class Associates help strengthen their classes by organizing and running events, including campus Reunions as well as mini-reunions and other activities. They can be a valuable resource in community service projects. An important responsibility is reaching out to widows and widowers of alums to offer condolences, and encouraging their continued involvement in Princeton events. In addition to paying class dues, some participate in Annual Giving solicitations and help with the Class Endowment Program, which provides permanent support of a variety of University endowments.

Most classes have a Class Associates Chair who helps with the In Memoriam program, an important function of the Class Associates Committee, chaired by Hannah Fox. Donations to In Memoriam are credited to the Annual Giving total of the remembered alum’s class. An In Memoriam booklet is published each fall listing all Princetonians so honored. Each donor received a “thank you” gift of a “Little Book”, one of a series describing an interesting topic such as outdoor sculpture, gargoyles, or Princeton lore.

In June and December, the Committee convenes to share ideas and report on class activities. Class leaders with recent or upcoming major campus Reunions are invited to participate in discussions about the Class Associates Committee and inclusion of class associates in class life.

For more information, or to obtain a Class Associate Handbook, please contact Liz Osborne at, phone and FAX, 609-924-9172, or email, billib@mymailstation.com.

Elizabeth Gibby Osborne h36 S50
Co-Chair, Class Associates Committee

ARE YOU a Member?!
MANAGING CLASS ELECTIONS

By Gail Franck '83

Every five years each class must go through the process of electing its next administration of officers. Whether you were elected last June and are completing your first year or you are in the final weeks of your office, the subject of elections is worth a quick review. This article provides general guidance, some specific pointers and a few lessons well learned.

General Guidance: Every class has a constitution which specifies its election requirements. Some provide broad flexibility to the current officers in the identification, selection and presentation of candidates. Others are much more specific and spell out selection committee requirements, timeframes, even ballot format. Yours will probably fall somewhere in the middle. Your constitution is on file with the Alumni Council and you should keep a copy of it on hand. It is a good idea to review your constitution to learn the specific requirements and procedures for your class. It is also a good idea to keep your election procedures consistent from term to term even if this is not mandated by your constitution. Throughout your administration note those class members who take an active interest in class affairs, volunteer to support the class and attend class and Princeton functions. Try to include these people in volunteer roles and to develop them as class leaders for the future.

Specific Pointers:
- At least eighteen months before your major reunion it is important to discuss succession during an officers meeting. The most important part of this planning is setting the time line for nominations, distribution of the ballot and voting deadline. You should also reflect on where active class leaders have come from and ask your other officers about class members who have been active recently. The reunion committee is often a fertile area for new leaders. You may want to reach out to previous officers for their insights and suggestions.
- If you use a nominating committee, convene them in the fall. The class president or vice-president should chair this committee. The committee should receive a specific charge and a clear time frame.
- After a general conversation with candidates have a very candid and clear discussion about key class issues, strengths and weaknesses.
- Keep the election process, particularly mailings, separate from reunions. This is important for tax reasons, i.e., keeping the tax-exempt activities of the class separate from reunion activities which are not tax-exempt.

Lessons Learned:
- Past experiences are very important. New class presidents should review how the elections went with the immediate past president and members of the elections committee, if one exists. And this conversation should take place shortly after elections. A great deal of useful information, i.e., strong volunteers, class members with specific interests and strengths, etc., can be shared during this conversation.
- New class leaders come from many different places. Someone who has hosted a class event, solid Annual Giving solicitors, class members who participate in regional Princeton events, etc., all may be interested in becoming more involved in class affairs.
- The class benefits from a mix of new and experienced volunteers. It is very important to include and develop new faces in class leadership. This brings in new ideas and perspectives, helps to avoid the perception the “the usual suspects” are always running the show and staves off burnout.

The successful election of new officers to lead your class for the next five years is the last and arguably one of the most important tasks of each administration. The staff at the Alumni Council are a great resource of ideas and suggestions and have a wealth of experience to support you in this effort.

'E48 ELECTION NOTES

By David K. Reeves '48

For many years the Class of 1948 engaged in an elaborate procedure of electing officers at each major reunion. Candidates had to be identified and assent procured. It was always alleged that the procedure was the domain of the “inner circle.” Those who were not elected tended to feel depleted. The whole exercise seemed to be cumbersome and unsatisfactory.

The solution was for former class presidents to confer and to select a slate for class confirmation. Those willing to serve were known to the presidents. The exercise is now quick and apparently satisfactory to all.

ELECTRONIC DUES TRACKING

If you want to help speed up your dues mailing to classmates - and who doesn’t?! - now is the time to think about tracking dues using an electronic file.

No more worrying about that paper ledger getting lost in the mail! And, the information can be applied to the alumni database overnight, instead of waiting for a person to mark each person's record. Simply ask Dottie at the Alumni Council for an electronic dues ledger. It will be an MS Excel file and easy-as-pie to use. Questions? Dottie's email is dferrara@princeton.edu or call 609-258-5451.
Almost every Princeton class has members that are honorary – people who are members of the class, but did not actually matriculate or graduate with the class. This is a wonderful way in which to recognize someone who has done work on behalf of the class or someone who has been a prominent member of the University family. Although most honorary classmates are not alumni, occasionally an alumnus/a of one class will be made an honorary member of another class.

Classes often choose honorary classmates on the occasion of a major reunion, but can actually do so at any time. Many class constitutions have information regarding the process by which honorary classmates are selected. However, for those who don’t, the general procedure is:

• Determine who you wish to make an honorary member of the class (solicit nominations from the class or the Executive Committee).
• Approve the selection at a class executive committee meeting or conference call.
• Send an official letter to the Alumni Council on class stationery, indicating the decision. Include the person’s name, address and phone number, so we can enter him/her in our database. At the same time, send a letter to the new classmate welcoming him/her to the class.
• The Alumni Council will forward the request with the documentation to Alumni Records, so they can enter it in the alumni database.

If you are celebrating a major reunion this year or next year, please start this process as early as possible. These details often get lost in the hectic pace of final reunion preparation and as a result, not all honorary classmates are recorded on the alumni database. The Alumni Council is planning a data clean-up effort this summer so that they can ensure that all honorary classmates are both in the system and documented in the files.

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**IDEA OF THE ISSUE**

**HAVE A "BACK-UP" IN PLACE....JUST IN CASE!**

As a team of officers, you can all be more successful if you are in a position to back each other up should an emergency arise. For example, if you are a Class Secretary, write a couple of columns ahead of time and give them to another officer, along with a list of your key deadlines. Then, if something comes up, call that officer and ask him/her to fill in for you. It can be very helpful not to have to worry about your volunteer commitments if you suddenly are called out of town.

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**HAVE A PROBLEM? ASK ADRIENNE!**

**Dear Adrienne:** I can’t stay on as a class officer. My job has me working 20 hours a day and I still want to spend more time with my spouse and children. I hate to give it up, but I just don’t have the time to give the position what it deserves. What do I need to do to step down?

— Swamped and Saddened from the Sixties

**Dear Swamped:** Thanks for writing! Above all, before you make a final decision, have you spoken with your fellow officers about your concerns? Sometimes talking it out and working as a team can really help. Your fellow officers, and particularly your class president, will often be a source of creative ideas. (They may also have insights into all the other potential solutions we offer below.) Here are some questions and issues for you to consider:

**First**, is there another way that the position can work for you? Would having a partner help? For example, many classes have discovered that the job of reunion chair really is too big for one person and have decided to have co-chairs.

? **Second**, what is it that you are finding most difficult? Is it something you need to do for the job or is it something that another volunteer could do? Or, is it something that needs to be done at all?

? **Third**, if you still feel you need to step down, do you have someone who would be able to take on the job? It can be really tough on a team of officers if a person resigns midstream and they need to scramble to get another person in place.

? **Fourth**, how is your timing? Are you close to the end of your term? What will the impact of your decision be on your class and your classmates?

? **Finally**, if you decide after due consideration that you must resign, what is the procedure required for your class to replace you? Most class constitutions outline specific procedures for replacing an officer in mid-term. If you desire a copy, please contact me. Be sure to work with your class president and the other officers to make the transition as smooth as possible. Spend time to brief the person who will replace you. And remember that you can always ask us here at the Alumni Council for help with officer resignation issues and other difficult situations. Just contact me at 609-258-5844 or adp@princeton.edu. Good luck! — Adrienne
COMING ATTRACTIONS • • NOTE THESE DATES

Reunions 2002! • May 30 - June 2 ----- NOT a Memorial Day weekend!

NEW CLASS OFFICER TRAINING • Saturday morning, June 1
8:30 a.m.-9:30 a.m., Maclean House Library
Be sure to have your new officers attend!
Come join us for breakfast, fun and invaluable information!
ALL officers are welcome!

Football
Harvard @ Princeton  October 26, 2002 • Plan now for your tailgate party on campus!
Princeton @ Yale November 16, 2002 • A great place for a New England get-together!

Alumni Day and the Service of Remembrance • February 22, 2003 • On campus

Planning Your Class Reception, Dinner or Meetings
The Alumni Council can help you reserve space on campus for any gathering.
Please contact Maggie Johnson at 609-258-5836 or mhj@princeton.edu if you would like assistance.