1 AREAS OF RESPONSIBILITY

1.1 CLASS OFFICERS

Your class officers have a strong interest in having a successful major reunion, and can help you in many ways. Further information about these positions can be found in the Class Officer’s Handbook.

President -- The Class President should be fully informed about everything that is being done by or in the name of the class. Thus, there should be clear lines of communication between the Reunion Chair(s) and the Class President.

Vice President -- The Class Vice President is often responsible for setting up a regional network of representatives or regional VP's, which can be very effective in promoting the reunion and in holding events leading up to the reunion.

Secretary -- The primary function of the Class Secretary is to communicate with classmates, as well as to maintain class records. The Secretary can put the reunion logo and news in the PAW notes and other class communications. He/she can also provide information about class members that could be useful in identifying participants for the Alumni-Faculty Forums or other reunion activities.

Treasurer -- The Class Treasurer is responsible for maintaining the financial stability of the class, and thus interested in having the reunion stay in the black. The Treasurer might be able to provide financial advice if necessary, provide an advance (a loan that must be repaid) to the reunion from class funds to cover early expenses, and give tax-exempt information. Because of restrictions on tax-exempt organizations, all reunion expenditures must be kept separate from the class operating budget. In order to facilitate this, we recommend that the Reunion Finance Chair and the Class Treasurer be two different individuals.

Class Agent -- If you wish, the Class Agent can convey reunion information through the Annual Giving mailings. However, please note that Princeton Reunions weekend has long been considered the time for classmates to reconnect, renew friendships, and make new ones, without active solicitations or fundraising appeals of any kind. Class Agents and other officers should be careful not to link Annual Giving donations with Reunions attendance.

Class Associates Chair -- The Class Associates Chair is responsible for maintaining communication with the associates (spouses, widows and widowers) of the class. During major reunion preparation, the Chair makes sure that the needs of the class associates are met and often sends personal invitations encouraging them to attend Reunions.

Community Service Chair -- The Community Service Chair is responsible for assessing class interest in community service and then, with a committee of classmates, developing and implementing a project that best harnesses the skills and interests of the class to meet the needs of the community. He/she can provide ideas and assistance in creating a major reunion service project.
Regional VP's or Representatives -- A regional network, if established, can contact classmates in their region and encourage reunion attendance. These volunteers might also hold momentum-building parties or other events.

Technology Chair -- With the emphasis on websites and electronic communication, many classes have Technology Chairs or Webmasters. He/she is responsible for creating and maintaining the class website and may also assist with other electronic communication. While you might have a Webmaster just for the Reunion, the Class Technology Chair can also be a great resource in reunion communications.