



## Alumni Class Officers

### Who are the Class Officers?

Four elected class officers:

- President
- Vice-President
- Secretary
- Treasurer

These class officers are elected by their classmates to serve for five years, which is the major reunion cycle.

Non-elected class officers include:

- Reunion Chair(s)
- Regional Vice President(s)
- Social Media Chair
- Technology Chair
- Community Service Chair(s)
- Historian or Memorialist
- Class Agents for Annual Giving

### Overall Class Officer Responsibilities:

- Keep classmates connected to one another, the University, and the greater alumni body
- Promote unity and participation
- Represent the Class
- Support the overall mission and best interests of the University
- Develop short-term and long-term objectives
- Administer class business
- Organize a major reunion every 5 years
- Plan off-year gatherings at Reunions
- Organize mini reunions and class events between Reunions
- Submit class activities reports for every class event or community service project
- Collect class dues to ensure the financial health of the class

Class dues are tax deductible and used for:

- Class events
- Community service initiatives
- *Princeton Alumni Weekly* (PAW) bill
- Alumni Council dues

Class dues are NOT Annual Giving

### **Class President's Responsibilities:**

- Main link between the class, alumni body at large and the University
- The primary liaison with the Office of Alumni Affairs
- Work with the Office of Alumni Affairs to adopt a class constitution, thereby establishing the class as an independent 501(c)(3) organization until the University's tax-exempt umbrella
- Appoint non-elected class officers and committee chairs
- Oversee all class communications
- Coordinate an annual mailing
- Ensure that actions taken by the class conform to the class constitution and bylaws
- Update bylaws as necessary

### **Vice-President's Responsibilities**

- Lead regional and ongoing activities
- Set up a network of Regional Vice Presidents to promote class camaraderie on a local level
- Assist with off-year Reunions plans, non-Reunions events and mini-reunions
- Step in for the Class President as necessary

### **Secretary's Responsibilities**

- Facilitate connection and communication between classmates
- Prepare the Class Notes column for the PAW, involving networking and keeping up with classmates as much as possible
- Coordinate class mailings and electronic communication
- Work with Technology Chair and Social Media Chair to oversee website and social media
- Write memorials
- Notify Alumni Records of classmates' changes in name, address or deceased classmates

### **Treasurer's Responsibilities**

- Oversee class finances, managing both revenue and expenses
- Keep accurate financial records, including records of dues payments
- Maintain class bank accounts
- Solicit class dues via annual Treasurer's letter
- Budget for and pays class bills (such as the PAW)
- Submit annual financial report to University
- Ensure that the Class abides by policies to maintain the tax-exempt status