



Alumni Class Officers: Roles and Responsibilities

Who are the Class Officers?

The Class Officers consist of four elected positions, selected by their classmates to serve a five-year term, spanning a major reunion cycle. These positions are:

- President
- Vice-President
- Secretary
- Treasurer

Additionally, there are non-elected class leaders who fulfill various roles. The leaders are appointed by the elected officers and play integral roles in class affairs. They include:

- Reunion Chair(s)
- Class Regional Representative(s)
- Diversity, Equity & Inclusion Chair(s)
- Social Media Chair
- Technology Chair
- Community Service Chair(s)
- Historian or Memorialist
- Class Agents for Annual Giving

Overall Class Officer Responsibilities:

Class officers play a pivotal role in fostering connections among classmates, the University, and the broader alumni community. Their diverse roles and responsibilities contribute to the vibrancy and cohesion of the class and its engagement with the wider alumni network. Below are the key responsibilities of all class officers:

- **Foster Connections and Engagement:** Encourage strong connections among classmates, the University, and the wider alumni body to cultivate a robust sense of community. Actively promote engagement and participation within the class, encouraging involvement in class activities and initiatives.
- **Represent the Class:** Serve as dedicated representatives of the class, ensuring effective communication and representation of the class's interests and perspectives. Uphold the overall mission and best interests of the University, aligning class activities with the University's goals and values.
- **Administer Class Business and Manage Finances:** Develop both short-term and long-term objectives for the class, guiding strategic planning and decision-making processes. Efficiently manage class business operations to ensure smooth administration of class affairs. Maintain the financial health of the class to support its initiatives effectively.
- **Maintain and Submit Records:** Maintain accurate and up-to-date records for class events and finances. Submit reports detailing class activities and financial transactions to ensure transparency and accountability.

Class President's Responsibilities:

The Class President serves as the primary liaison between the class, the broader alumni community, and the University. Their leadership ensures a strong connection and effective communication channels among classmates and beyond. Below are the key responsibilities associated with this position:

- **Cultivate Class Identity and Participation:** Encourage an environment that fosters class engagement through regular communication, class events, and Reunions.
- **Appoint Leadership:** In collaboration with other class officers, appoint non-elected class officers and committee chairs, assembling a capable and dedicated team to support class activities.
- **Oversee Communication:** Serve as the main point of contact between the class, the wider alumni network, and the University, ensuring effective communication channels are established and maintained. Write an annual President's letter or email to keep classmates informed and engaged with updates and events.
- **Ensure Compliance:** Work with other officers to develop and adopt class bylaws, updating them as necessary to reflect changing circumstances and needs. Ensure that all actions and decisions made by the class align with the established constitution and bylaws, maintaining integrity and adherence to regulations.
- **Liaise with Office of Alumni Engagement:** Act as the primary liaison with the Office of Alumni Affairs, fostering collaboration and partnership to enhance alumni engagement initiatives.

Vice-President's Responsibilities

The Vice-President provides essential support to the Class President and facilitates various class activities. Their role encompasses enhancing class cohesion, organizing events, and promoting active participation among classmates. Below are the key responsibilities associated with this position:

- **Support the Class President:** Step in for the Class President as necessary, assisting in fulfilling their duties and responsibilities in their absence to ensure continuity and smooth operation of class activities. This includes convening and conducting meetings and taking over the duties of the President in their absence.
- **Plan Class Activities:** Take the lead in organizing and coordinating in-person and/or virtual activities to promote class engagement and camaraderie. This may include assisting with off-year Reunions plans or organizing mini-reunions and class trips.
- **Manage a Network of Class Regional Representatives:** Set up and oversee a network of representatives who are tasked with coordinating local events to further enhance class cohesion and foster connections among classmates.

Secretary's Responsibilities

The Class Secretary plays a central role in fostering a sense of community and connection within the class. Their responsibilities include maintaining communication channels, documenting class activities, and ensuring classmates remain informed and engaged over time. Below are the key responsibilities associated with this position:

- **Coordinate Class Communications:** Promotes connection and communication among classmates across various platforms including emails, letters, social media, and the Princeton Alumni Weekly. Ensures that classmates are regularly informed and engaged with class updates and events.
- **Produce Class Notes:** Prepares the Class Notes column for publication in the PAW, involving active networking and keeping abreast of classmates' activities and achievements as much as possible.
- **Honor Lost Classmates:** Writes memorials to honor and remember classmates who have passed away, preserving their memory within the class community.

Treasurer's Responsibilities

The Treasurer is responsible for the diligent management of class finances, ensuring the financial health and sustainability of class operations. Their role involves budgeting, financial reporting, and collecting dues to support class initiatives effectively. Below are the key responsibilities associated with this position:

- **Manage Finances:** Supervise class finances, ensuring stability through meticulous management of revenue and expenses. Develop and adhere to a budget to support class initiatives.
- **Collect Dues:** Solicit class dues via the annual Treasurer's letter and other class outreach, ensuring timely and consistent collection.
- **Maintain Records:** Keep accurate financial records, including dues payments logs. Prepare and submit an annual financial report to the University.
- **Manage Bank Accounts:** Oversee class bank accounts, ensuring funds are securely held and appropriately utilized.
- **Ensure Compliance:** Ensure class adherence to policies and regulations to maintain tax-exempt status and financial standing.