

# TOGETHER for SMITH



## **Volunteer Leadership Conference**

September 2018

## **Your Job As a CLASS PRESIDENT**

Class officers are elected by slate for five-year terms. The class officer positions are President, Reunion Chair, Secretary, Treasurer, Web Chair/Digital Media Coordinator, and The Smith Fund position of Fund Team Coordinator. Other Smith Fund positions include Class Fund Agent and Special Gift Chair; please contact the Smith Fund for information about volunteer opportunities with that office.

These officers form the Executive Committee, which has the power to act for the class between Reunions. The Executive Committee of class officers is expected to communicate regularly and meet on an annual basis. The President is responsible for organizing these communications, which can be held at an agreed-upon location or via conference call. All officers are expected to make annual gifts to The Smith Fund.

Upon election, each officer should obtain all files and records from the previous officer, and upon completion of their term, transfer all files and records to their successor. Please visit <https://alumnae.smith.edu/classes/>

## **CLASS PRESIDENT – JOB DESCRIPTION**

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**TERM** ♦ 5 years

**OFFICE OF ALUMNAE RELATIONS CONTACT** • Director for Reunions, Classes, and Clubs; Office Coordinator/Budget Liaison

As class president, you provide leadership to class officers and class members. You communicate regularly with officers to ensure that they are fulfilling their responsibilities, ensure that the class maintains a website and/or presence on social media, and you may appoint assistants for any and all projects.

### **RESPONSIBILITIES**

- Send at least one newsletter per year to your class (preferably electronically, but may be print). In the year preceding Reunion, you may want to send up to three newsletters.
- Arrange an annual meeting with class officers (the Executive Committee), either at a mutually convenient location or via conference call.
- Maintain regular and ongoing contact with the Executive Committee.
- Work with the Office of Alumnae Relations to send broadcast emails to the class as appropriate, driving classmates to the class website and/or social media outlets, and encouraging them to utilize Smith's online sources for current information.
- Preside at the class meeting that marks the end of your term, held during Reunion.
- Participate in virtual and in-person training offered by the Office of Alumnae Relations.
- Attend Reunion.
- In case of a resignation or vacancy, consult with the Executive Committee to appoint someone who can fill an unexpired term. If a class officer cannot or does not fulfill their responsibilities, it is the responsibility of the President, in cooperation with the Office of Alumnae Relations, to determine an appropriate course of action.
- Maintain contact with the Reunion Chairs during the planning and scheduling of Reunion events.
- Consult with Reunion Chairs regarding appointment of mini-Reunion Chairs.
- Keep records of important class literature, communications with class officers and class members, and correspondence of note involving the Office of Alumnae Relations. These files must be passed on to the succeeding president.
- Make an annual gift to The Smith Fund.
- At the conclusion of your term, transfer all files and records to your successor, and send any pertinent information to Smith College Archives.

### **APPOINTMENTS**

Nominating Committee Chair (approximately two years before Reunion)

## **CLASS PRESIDENT APPOINTMENT – NOMINATING COMMITTEE CHAIR**

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### **TERM ♦ 2 years**

Appointed at least two years prior to Reunion, the Nominating Committee Chair is responsible for recruiting a slate of class officers who will be presented and voted on at Reunion. These alumnae will serve as the executive class officers for the next five years.

### **RESPONSIBILITIES**

- Select a committee of three or four members
- Be familiar with the job descriptions of the various class officer positions and work with the committee to determine the most appropriate nominee for each position
- Be willing to contact and interview potential nominees
- Present a slate that reflects the diversity of the class and offers opportunities to new volunteers, as well as those who have volunteered in the past

### **NOMINATING COMMITTEE PROCEDURES**

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The responsibility of the Class Nominating Committee is to field a slate of officers that will continue the business of the class for a five-year term. The committee should seek to broadly represent all class constituencies and choose individuals who are able to meet the responsibilities of the specific office.

- Once appointed, the Chair should select three or four classmates to serve on the Nominating Committee. These classmates should represent the class as a whole and be well acquainted with the entire class.
- The Office of Alumnae Relations, upon receiving the name of the Nominating Chair from the class President, can send a complete list of classmates with past and current alumnae volunteer positions, as well as job descriptions for all class officers, to the Nominating Chair.
- The Chair and committee may request nominations in the class newsletter.
- The Chair communicates with their committee to determine the slate.
- The Office of Alumnae Relations considers the Executive Committee of officers to be President, Reunion Chair, Secretary, Treasurer, Web Chair/Digital Media Coordinator, and elected/appointed Smith Fund volunteers.
- Potential nominees are contacted directly by a committee member and agree to have their names placed on the slate.
- The Nominating Committee member should send the position description to the nominee and ask that they carefully read the job responsibilities.
- Once completed, the Chair submits the slate to the class President and the Office of Alumnae Relations. The slate may be published in the class newsletter. If this is not possible, the slate must be posted at the Reunion headquarters.
- The slate is voted on at the Reunion class meeting.

## CLASS MEETINGS

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Class officers must communicate annually regarding class business. Officers may organize a conference call or meet in a central location. The President should initiate the agenda and minutes should be kept as to the outcome of the meeting.

At some point during Reunion weekend, a class meeting must be held. Your class meeting is a time to:

- elect a new slate of officers
- recognize individuals who have volunteered for the class in the past five years
- recruit house reps for your next Reunion

The President presides over the class meeting. The general format is:

1. Call to order
2. Roll call of members present to ensure that there is a quorum, which is 5 percent of the active class. The roll call may be waived if a visual inspection shows there is a quorum.
3. Reading of minutes of last meeting (can be waived)
4. Officer reports
5. Committee reports
6. Special orders — important business previously designated for consideration at this meeting (election of new class officers, recognition of Reunion volunteers, etc.)
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

## CLASS NEWSLETTERS

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### **Electronic Newsletters**

We recommend that class Presidents send at least one newsletter to their classmates each year, and three newsletters during their Reunion year. Electronic newsletters are free, and sent by an OAR staff member. To send an electronic/broadcast email newsletter, please email the Office of Alumnae Relations – Joy Williamson at [bjwillia@smith.edu](mailto:bjwillia@smith.edu) (for all class years **except** Reunion years and the year leading up to your Reunion year) or Annie Croteau at [acroteau@smith.edu](mailto:acroteau@smith.edu) (for Reunion years and the year leading up to your Reunion year) – for a final review and proof.

Provide a reply-to email address, a subject line for your email, the final text, and documents or images (if applicable). Rebecca Washut ([rwashut@smith.edu](mailto:rwashut@smith.edu)) will send the formatted broadcast email, or she can create a link to your formatted print newsletter within a broadcast email.

## **Print Newsletters**

If you decide to send a print newsletter to your class, you can work directly with your local printer or with Paradise Copies in Northampton (413.585.0414). Our liaison at Paradise Copies coordinates the design, printing, mailing, and billing of your newsletter, as your local printer should do. You can send your text and photos as email attachments to [paradise@paradisecopies.com](mailto:paradise@paradisecopies.com).

Once you and your printer have your newsletter in a final draft format, please send it, as an email attachment, to the Office of Alumnae Relations – to Joy Williamson at [bjwillia@smith.edu](mailto:bjwillia@smith.edu) (for all class years **except** Reunion years and the year leading up to your Reunion year) or Annie Croteau at [acroteau@smith.edu](mailto:acroteau@smith.edu) (for Reunion years and the year leading up to your Reunion year) – for a final review and proof. We will then send the newsletter to your printer with any necessary edits and a class list, as an Excel file, for mailing. A link to the formatted version of your printed newsletter can be included in a broadcast email to your classmates for whom we have an email address on file.

In all of your correspondence, please encourage your classmates to update their email addresses and other contact information at [alumnaerecords@smith.edu](mailto:alumnaerecords@smith.edu).

If your class has a bank-held treasury, please ask the printer to send the bill directly to your class treasurer.

If your class has a Smith-held treasury, please ask your printer to send the bill to Joy Williamson at [bjwillia@smith.edu](mailto:bjwillia@smith.edu) or to Joy's attention at: Alumnae House, 33 Elm Street, Northampton, MA 01063.

### **Office of Alumnae Relations**

Phone: 800 526.2023

Fax 413 585.2015

General e-mail: [alumnae@smith.edu](mailto:alumnae@smith.edu)

Website: <http://alumnae.smith.edu>

## **YOUR CONTACTS IN THE OFFICE OF ALUMNAE RELATIONS**

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**Samantha Pleasant**, Director for Reunions, Classes, and Clubs 413 585.2046

([spleasan@smith.edu](mailto:spleasan@smith.edu))

Oversees the development and support of Reunion, class, and club volunteers and programming. Serves as a liaison to class Presidents.

**Joy Williamson**, Office Coordinator/Budget Liaison 413 585.2079

([bjwillia@smith.edu](mailto:bjwillia@smith.edu))

Supports class Treasurers and class Presidents, coordinates Reunion programming for the earliest classes (those celebrating their 65th, 70th, 75th, and 80th Reunions); serves as the liaison to the controller's office.

**Rebecca Washut**, Digital Coordinator 413 585.6589

([rwashut@smith.edu](mailto:rwashut@smith.edu))

Sends broadcast emails for classes, clubs, and groups; maintains the Office of Alumnae Relations website; oversees Reunion registration and housing.

**Annie Croteau**, Assistant Director for Reunions, Classes, and Clubs 413 585.2144

([acroteau@smith.edu](mailto:acroteau@smith.edu))

Develops and executes the annual Reunion program; supports class Reunion Chairs.

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