

Alumnae Class Officers: The Alumnae Class Officers serve a 5-year term. They have many duties which include planning the 2-year reunion, keeping classmates connected and informed, maintaining alum information files, making bequests, and publishing updates and newsletters.

PRESIDENT:

Term: 5 years

Alumnae Association Contact: Assistant Director for Reunions and Classes

The class president provides leadership to class officers and class members. The president communicates annually with officers to ensure that they are meeting their responsibilities. The president also oversees the schedule of class events and is empowered to appoint assistants for any and all projects.

Qualifications:

- Enthusiasm for Smith, a strong interest in her class, and a desire to increase participation of class members in both class and Alumnae Association events.
- Ability to work as part of a team with other class officers
- Willingness to represent the College and respond to questions and needs of classmates
- Ability to make an annual gift to the Alumnae Fund

Responsibilities:

- arrange an annual meeting with class officers, either at a mutually convenient location or via conference call
- send out at least one newsletter per year to classmates, which includes a report from the Alumnae Association and a report from the Executive Committee meeting
- preside at the class meetings, held during the class reunion, that mark the end of her term
- attend the class officer conference
- attend reunion
- stay in touch with the reunion chair during the planning and scheduling of reunion events
- keep records of important class literature, communications with class officers and class members, and correspondence of not involving the Alumnae Association. These files must be passed on to the succeeding president

VICE PRESIDENT

Term: 5 years

Alumnae Association Contact: Assistant Director for Reunions and Classes

The principal duty of the vice president is to act as reunion chair. The vice president appoints classmates to committees and coordinates the work of all involved. The vice president also works closely with the Alumnae Association and College staff.

Qualifications:

- Enthusiasm for Smith, a strong interest in her class, and a desire to increase participation of class members in both class and Alumnae Association events.
- Ability to work as part of a team with other class officers
- Willingness to represent the College and respond to questions and needs of classmates
- Ability to make an annual gift to the Alumnae Fund

Responsibilities:

- plan reunion logistics and schedule for the class
- in cooperation with the class treasurer, oversee the reunion budget
- supervise a committee to organize various reunion events
- act as the principal source of reunion information and submit a reunion update for inclusion in the annual class newsletter
- act for the president if she is unable to fulfill the responsibilities of the position
- develop a theme and corresponding graphics for reunion and be responsible for specific reunion mailings to the class
- attend the class officer conference
- attend reunion
- maintain a class reunion notebook that includes reunion mailings, newsletter, them ideas, vendors used, lists of committee members, etc., to pass on to the succeeding vice president

SECRETARY

Term: 5 years

Alumnae contact: Assistant Director for Reunions and classes and Assistant Editor of the Smith Alumnae Quarterly

The class secretary is responsible for submitting a class notes column four times a year for the *Alumnae Quarterly* section of the Smith Alumnae Quarterly. The class secretary is also responsible for maintaining class files and ensuring that an accurate record of class business is kept.

Qualifications:

- Excellent organization skills

Qualifications:

- Enthusiasm for Smith, a strong interest in her class, and a desire to increase participation of class members in both class and Alumnae Association events.
- Ability to work as part of a team with other class officers
- Willingness to represent the College and respond to questions and needs of classmates
- Ability to make an annual gift to the Alumnae Fund
- computer and internet access is recommended

Responsibilities:

- keep an accurate address file and report any changes in a classmate's name or address to the records department
- write a class notes column for publication in the Smith Alumnae Quarterly and submit it in a timely fashion
- assist both the class in nominating committee and the reunion chair with nominations to reunion committees or for class officer positions
- maintain informational files regarding classmates and class business that is of historical value to the class
- keep minutes of class and Executive Committee meetings
- submit a report from class officer meetings and a listing of lost classmates for the annual class newsletter
- attend the class officer conference
- attend reunion

TREASURER

Terms: 5 years

Alumnae Association Contact: Assistant Director for Reunions and Classes

The class treasurer is responsible for the fiscal management for the class treasury, including the collection of dues and maintenance of all financial records.

Qualifications:

- Enthusiasm for Smith, a strong interest in her class, and a desire to increase participation of class members in both class and Alumnae Association events.
- Ability to work as part of a team with other class officers
- Willingness to represent the College and respond to questions and needs of classmates
- Ability to make an annual gift to the Alumnae Fund

Responsibilities:

- determine a 5-year financial plan for the management of class funds that meets the needs of the class and is reviewed and approved by the class executive committee
- submit an itemized financial statement for inclusion in the annual class letter
- submit a financial summary to the Alumnae association at the end of the fiscal year and maintain a record of these yearly-statements
- submit an itemized financial statement to the class at the reunion class meeting
- solicit dues from class members
- pay all authorized class bills and volunteer reimbursements, and ensure that the class has a firm financial base from which to launch a reunion
- assist the reunion chair in developing a reunion budget
- close the books and transfer financial records to the new treasurer following reunion
- attend the class officer conference
- attend reunion