

Earlham College Class Chairs

Job Description/Policies and Procedures

The primary function of the Class Chairs is to serve as a goodwill ambassador for Earlham College, a spokesperson for their class and in turn promote and provide opportunities for communication between the College and its alumni, and to provide assistance to the Alumni Relations Office with class related activities.

Expectations:

1. Facilitating Communication Among Class Members:
 - Write a bi-annual class note to class members that will be printed in the class notes section of the *Earlhamite* outlining news and information from classmates and upcoming class specific events.
 - Encourage classmates to stay in touch with each other and Earlham by sending news updates and address changes to the Alumni Relations Office.
 - Informally contact and share information with class members.
2. Class Related Activities:
 - Convene class reunion planning efforts with other class representatives with support from the Alumni Relations Office. Co-Convene a reunion giving effort for the class's 10th, 25th and 50th reunion celebrations.
3. Alumni Recognition and Involvement Opportunities:
 - Nominate alumni for the Outstanding Alumni and Athletic Hall of Fame Awards.
 - Share names with the Alumni Relations Office of alumni who would be interested in participating in volunteer activities for the College.
4. Other Opportunities to Assist the College:
 - Refer high school students to the Earlham Admissions Office.
 - Help plan and organize alumni gatherings in your community.
 - Make a thoughtful annual contribution to the College.

Updated: February 2008

Procedures:

1. One year prior to the five-year reunion celebration the Class Chair and other class representatives will be contacted by the Alumni Relations Office to convene the reunion committee and begin the planning process.
2. Class Chairs can receive a copy of their class's address, phone, and e-mail list when planning for your five-year reunion, by contacting the Alumni Relations Office. A Class Chair can request a paper or electronic list of classmates at any time (Please allow 2 weeks for the list to be processed and delivered). Special care must be taken to keep classmates privacy with their address. If you choose to email classmates, always send them using BCC(blind carbon copy).
3. Class Chairs may nominate a classmate for an Outstanding Alumni, Distinguished Service or Athletic Hall of Fame Award by obtaining criteria and nomination materials through the Alumni Relations Office.
4. Class Chairs will be contacted for their annual "class note" to classmates at least one month prior to when they are due in the Alumni Relations Office. At this time, Class Chairs should also forward any class notes they have received for submission to the Alumni Relations Office. A list of Class Chairs and the Policies and Procedures will be on the Alumni Relations website.

TENTATIVE Dates to Remember for 2007-08:

- May 8, 2008 – Deadline for Class Chairs to submit a class note for publication in summer edition of *The Earlhamite*. 3s and 8s use class note to encourage attendance at five-year reunions
- July 2008 – Alumni receive the summer edition of *The Earlhamite*
- October 17-19, 2008 – Homecoming and Reunion Weekend (classes ending in 3 or 8)
- November 6, 2008 - Deadline for Class Chairs to submit a class note for publication in the winter edition of *The Earlhamite*. 4s and 9s use class note to announce planning for five-year reunions
- January 2009 – Alumni receive the winter edition of *The Earlhamite*.