TERM ✦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Reunions and Classes

The class President provides leadership to class officers and class members. She communicates annually with officers to ensure that they are meeting their responsibilities, 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
- Maintain regular and ongoing contact with the executive committee
- Send at least one class newsletter per year, which includes a report from the Alumnae Association and a report from the Executive Committee meeting
- Preside at the class meeting that marks the end of her term, held during the class reunion
- Attend the volunteers conference at the beginning of the term in office
- 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 her responsibilities, it is the responsibility of the president, in cooperation with the Alumnae Association, to determine an appropriate course of action
- Maintain contact 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 note involving the Alumnae Association. These files must be passed on to the succeeding president.

APPOINTMENTS (see page 14 for descriptions)
- Reunion Co-Chair (if needed)
- Nominating Committee Chair