

CLASS SECRETARY

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Associate Publications Editor, *Smith Alumnae Quarterly*
Assistant Director for Reunions and Classes

The class secretary is responsible for submitting a Class Notes column four times a year for the "Alumnae Update" section of the *Smith Alumnae Quarterly (SAQ)*. The class secretary is also responsible for maintaining class files and keeping an accurate record of class business.

QUALIFICATIONS

- ♦ Excellent organizational skills
- ♦ Enthusiasm for Smith, a wide acquaintanceship within 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 solicit information from classmates
- ♦ Ability to make an annual gift to the Alumnae Fund
- ♦ Computer and internet access is strongly recommended

RESPONSIBILITIES

- ♦ Report any changes in a classmate's name or address to the records department
- ♦ Write a "Class Notes" column for publication in the SAQ and submit it in a timely fashion, either via mail or the *SAQ Online* website (<http://saqonline.smith.edu>)
- ♦ Assist both the class 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 volunteers conference at the beginning of the term in office
- ♦ Attend Reunion