

## PURPOSE OF CLASS OFFICERS

Class officers are key leaders within the Agnes Scott College Alumnae Association, connecting and engaging classmates, promoting community and fostering a sense of pride in the mission and goals of the college. Each officer plays a special role that, working together, can make for a class that is connected to one another and to the college.

## DUTIES COMMON TO ALL CLASS OFFICERS

*(Terms for Class Officers begin with their election during the Alumnae Weekend of the reunion year and continue until the next reunion year, in five years. For this year's incoming class officers, these dates are Alumnae Weekend 2025 - Alumnae Weekend 2030.)*

Every Class Officer executes those duties and responsibilities that are ***common to all officer positions:***

- Support the Mission of the Agnes Scott College Alumnae Association: to connect alumnae to one another and to the college.
- All positions are for 5-year terms. The class reunion is celebrated during the Alumnae Weekend of the term's 5th year.
- Class Officers serve an important leadership role within the Alumnae Association, specifically focused on connecting and engaging classmates, promoting a sense of community within the class, supporting fellow Class Officers, and fostering a sense of pride in and awareness of the mission and current activity of Agnes Scott College.

- All Class Officers should be among the first to register for Alumnae Weekend activities, including class meetings, class parties and convocation.
- Class Officers should show support and set an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.
- **For all officers - The Fund for Agnes Scott recruits Fund Chairs through the 70<sup>th</sup> reunion. The Office of Alumnae Relations recruits the other class officers through the 60<sup>th</sup> reunion.**

## REUNION/SOCIAL CHAIR

### I. Position Description – REUNION/SOCIAL CHAIR

**The Class Reunion/Social Chair executes those duties and responsibilities that are common to all officer positions (see Class Officer Handbook), and those duties specific to the Reunion/Social Chair:**

The Class Reunion/Social Chair connects classmates to one another and to the Alumnae Office through planning social activities and special events for the class throughout the term of office, especially focused on the Reunion Year and the Reunion Class Party held during Alumnae Weekend.

*The duties can be summarized as **planning, creativity, execution, and attention to detail.***

- During non-reunion years, the Class Reunion/Social Chair, in conjunction with Class President and Vice President, plans social events or mini-reunions to keep the class connected. These social gatherings could be ongoing (like a once per quarter book club), once a year (such as an annual holiday card exchange), or even only once (such as a mini-reunion) in non-reunion years.
- The Class Reunion/Social Chair works with the Class Secretary to email invitations to class events, and post details and updates of reunion and other social events on the class social media page(s).
- The Class Reunion/Social Chair appoints and organizes a reunion planning committee approximately one year prior to a class reunion to assist with all reunion-related events.
- The Class Reunion/Social Chair attends the Reunion Boot Camp before reunion to begin strategizing for the reunion.
- Plans and executes the class reunion party and any other reunion events during Alumnae Weekend, in accordance with the Class Party Planning Guidelines.
- Acts as the onsite manager for all class parties/events during Alumnae Weekend. Purchases wine and beer for parties on campus or assigns another reunion planning committee member to this task.
- Provides reunion party details to the Fund Chair and/or reunion giving committee for making phone calls to classmates.
- The Class Reunion/Social Chair works with Class President and Fund Chair to write a reunion letter that is posted online within the Alumnae

Weekend website and mailed with the Alumnae Weekend Registration Brochure immediately before Registration opens.

- The Class Reunion/Social Chair sends personal emails inviting classmates to encourage participation and reunion giving.
  - The Class Reunion/Social Chair shows support and sets an example to classmates by giving to The Fund for Agnes Scott early in the fiscal year.
  - The Class Reunion/Social Chair attends Class Officer calls and trainings as scheduled by the Office of Alumnae Relations.
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## II. Quarterly Calendar

### NON-REUNION YEARS (1-3)

#### Q1: (July – September)

- Communicate with Class Officers to set goals and plans for the year around social gatherings, event invitations and marketing needed to encourage event attendance.
- Recruit a Social Committee, if desired, and organize the committee meeting schedule, establish plans and set decision-making deadlines.
- In Year 2 or Year 3, consider planning a mini-reunion or other in-person social event to help maintain strong connections among your classmates. Expand your outreach beyond your own group of friends. An online

event or Zoom class gathering can supplement in-person events between reunions.

- Work closely with your Class Secretary and Class President/Vice President on the list of class contacts. Plan and execute the communication needed to make the events you plan a success.
- Maintain the personal connections among your classmates for class activities and interactions identified for the year.
- Work alongside the Class Secretary to make personal contacts with classmates. Remembering special occasions, sharing life's moments like births, marriages, promotions, advanced degrees with cards, calls or texts, as well as supporting classmates through hard times like death, divorce, illness or job loss nurtures the connections among classmates.

#### Q2: (October-December)

- Send out communications (email newsletters, email or paper invitations, social media posts or website updates) to classmates to promote class social events.
- Work with the Class Secretary to support the regular class communications and social connections for class events/activities identified for the year.

#### Q3: (January – March)

- Check your progress toward the events and planning tasks you set in Q1 and adjust plans or deadlines if needed.

#### Q4: (April – June)

- Ask for class participation to build committees and plan activities for the year ahead.
  - Maintain planning schedules for committees.
  - Maintain the regular class communications and social connections for class activities and interactions identified for this year.
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#### GETTING READY – YEAR 4

##### Q1: (July – September) and

##### Q2: (October-December)

- Continue with the social calendars from the previous three years. Use this time to focus on what you've learned about your class during this time. This knowledge will help you plan for your reunion.
- Work closely with your Class Secretary, Class President and Vice President to identify those classmates who have been active and engaged, making positive contributions to your class's activity, over the last three years. Confirm that class contact lists are up to date, and that the Alumnae Office has the best contact information for your classmates.
- Recruit a Class Reunion Planning Committee. If you have had a Social Committee in years 1-3, this is when you'll reap the benefits. You'll know your team's strengths and weaknesses and how to work together well by now. Consider if you need to add any additional members in preparation for your reunion year.

### Q3: (Jan-Mar)

- Convene the first meeting of your Class Reunion Planning Committee.
- Consider if you or anyone from your Committee can attend all or parts of the upcoming Alumnae Weekend or even serve as a volunteer. By attending or volunteering, you can get a first-hand preview of the current Alumnae Weekend schedule.

### Q4: (April-June)

- Attend or volunteer for Alumnae Weekend, if possible.
  - Talk with the Reunion Chair for the class celebrating the reunion that you'll be celebrating next year. What did they learn? What do they wish they'd done or not done?
  - Connect with the Alumnae Office and watch for the email invitation for Reunion Boot Camp in August and RSVP to attend. The email invitation will come in either June or July.
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## REUNION YEAR – YEAR 5

### Q1: (July-September)

- Reunion Boot Camp is held in August of Year 5. This will kick off the planning for your class's Alumnae Weekend Reunion Party to be held the following May.
- Watch for the invitation for Reunion Boot Camp and RSVP to attend. The invitation will come in either June or July. Remember - at least one Class Officer must attend Reunion Boot Camp.

- If you haven't already convened a Reunion Planning Committee, do so before Reunion Boot Camp.
  - We strongly encourage the Reunion Chair, the Fund Chair and the Class President and/or Vice President to attend Reunion Boot Camp. Reunion Committee members are welcome and encouraged to attend Reunion Boot Camp too.
  - At Reunion Boot Camp, you will receive a Month-by-Month Planning Calendar for your reunion year.
  - Use the Class Party Planning Guide and the Reunion Engagement and Giving Calendar you will receive at Reunion Boot Camp to ensure that your reunion year and your reunion party is a success! That calendar will have the most comprehensive and up-to-date guidance for this year.
  - Reach out to the Alumnae Office for help in Q2 and beyond. (The Associate Director is the primary contact for Alumnae Weekend and oversees the activities of all reunion classes - but classes celebrating certain reunions are assigned to the Sr. Director or Assistant Director as your staff liaison for additional help and support.)
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### III. FAQs

#### 1. What does a reunion chair do in non-reunion years?

- Work with your class officers to maintain the quarterly calendar tasks. Plan and execute a mini-reunion or other class gatherings whether on zoom or in-person.



- Work with different social groups within the class to organize small gatherings of those classmates, for example, if a group of classmates live in the Dallas area, encourage them to organize a local social gathering. Don't forget to post about the event and share photos!
- Help various classmates set up zoom calls for thematic social celebrations, e.g., poker night, cocktail hours, birthday parties, etc.
- Encourage classmates to plan ahead for the reunion party and Alumnae Weekend travel, lodging dates and reservations.
- Work with the Fund Chair and other Class Officers to coordinate communications.

2. What type of event should we consider for our reunion party?

- Most classes choose to hold a dinner to celebrate their reunion. Some classes have chosen to include programming, such as a PowerPoint presentation or a dance, to round out the evening.

3. What on-campus spaces are available for our class party?

- Saturday evening is the time set aside for each class to hold a class party on-campus, but the on-campus location for Saturday night is not required. The Alumnae Office helps to coordinate the event set up, catering menus and staffing for on-campus Saturday night class parties. The Alumnae Office will also handle the ticketing for class parties as part of Alumnae Weekend registration and will reimburse expenses incurred by the Reunion Planning Committee (as outlined in the Reimbursement Guidelines). Any additional parties the class might wish to hold over the weekend must be at an off-campus location.

4. When does my class pick our reunion class party location?

- Most classes choose to have their reunion party on campus the Saturday evening of Alumnae Weekend. If you want your event on campus, your location will be assigned based on your class size, the space capacity, accessibility and traditions around certain spaces for certain milestone reunions or selected via a lottery system. You will find out where your class party will be held during Reunion Boot Camp.

5. Can my class have a reunion dinner at a local restaurant?

- Yes, but your reunion committee must coordinate with the restaurant to plan the event and menu and determine the costs. If you want to have your reunion at a local venue in Decatur or Atlanta, start your planning early in order to make a reservation in time for reunion weekend.

6. Can my class plan other events besides the Saturday night party?

- The Alumnae Office plans a complete weekend of events with time set aside for the Saturday night class party. Once you see the Alumnae Weekend schedule, your class may decide that's enough or you may decide to add a welcome gathering on Friday or a departure brunch on Sunday.

7. Does ASC provide meals for a campus event?

- Yes. Your reunion committee will coordinate with ASC staff to select a menu for your Saturday night on campus party.

8. How do we determine the cost of the party? Does Agnes Scott subsidize any of the party cost?

- The class will sell "tickets" to the party as part of Alumnae Weekend to cover the cost of putting on the reunion events, including the Saturday

night reunion party. The college does not subsidize the event. The cost will vary based on location, menu selection, alcohol, decorations, party favors, games or entertainment that the Reunion Chair and Committee, in consultation with the other Class Officers, decide to include.

9. When do we start and stop planning our own Class Reunion Party?

- The 60<sup>th</sup> reunion is the last reunion for which the class is solely responsible for planning and for which a full slate of officers is elected. The Alumnae Office plans a combined reunion breakfast for the 65<sup>th</sup>-70<sup>th</sup>-75<sup>th</sup> reunions classes, to be held on Saturday morning of Alumnae Weekend, and we also more actively support the collection of Class News. This enhanced support is true for both our youngest and our oldest classes. Class leaders are strongly encouraged to collaborate. A Class Secretary (or two) and a Class President or Co-Presidents are strongly encouraged, and these leaders are encouraged to reach out to classmates to encourage attendance at Alumnae Weekend.
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V. Best Practices

- The best-planned events don't matter if no one attends, so as you think about events, be sure you develop a good communication strategy for all 5 years. Work with the other Class Officers to help with executing your class communication strategy.
- Identify the different "friend groups" within the class and try to identify contacts for these. Use these to develop communication strategies.

- Based on identified groups within your class, develop ideas for activities to maintain class interactions.
  - Select a reunion planning committee that includes thinkers, doers and communicators.
  - Use developed communication networks to promote reunion year support and attendance.
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