Duties:

- Make a gift or pledge to The Bryn Mawr Fund early, before soliciting classmates.
- Work with the Bryn Mawr Fund Office to develop Class gift and participation goals.
- Solicit your classmates:
  - Yearly letter
  - Emails and phone calls
- Report feedback to your Annual Giving staff liaison:
  - Pledges and gifts
  - Contact changes
  - Any additional relevant information
- Review monthly reports:
  - Thank classmates who have made a gift, especially new donors
  - Reach out to past donors (LYBUNTS and SYBUNTS) to encourage consistent giving
- Attend Alumnae Volunteers Summit in the fall.
- Participate in conference calls.
- Identify and recruit class committee.

Additional Ways to Increase Involvement:

- Find lost alumnae.
- Reach out to disengaged classmates:
  - Invite them for coffee/lunch to talk about the latest BMC news
  - Bring them back to campus for an event, or attend a regional event in your area
- Post progress to goal updates on Social Media:
  - Facebook, class blogs, Twitter
- Engage classmates by hosting an event at your home.
- Hold a professional workshop or networking event.
- Be a mentor for a class chair who is new to this role.