

Elected officers are an essential part of your class after graduation. They are responsible for keeping your class connected to each other as well as the College. Please nominate yourself or encourage a friend to nominate herself/himself/themselves for a position. Below are the descriptions and commitment hours for the class officer positions. Each position, excluding the GOLD Committee Representative, is a five-year term with elections occurring at your 5<sup>th</sup> Reunion.

### **Class President(s)**

The President acts as the chief administrator for the class and is the representative of the class to the College and the Alumnae/i Relations and Development department. The Class President writes the annual letter, appoints alums to any vacant positions as needed, and oversees all class activities. The Class President will also organize and run at least one class board meeting per year, with class officers and volunteers, when the class is not in a reunion year. **Yearly time commitment: 10 hours. Reunion years approximately 20 hours.**

### **Reunion Manager(s)**

The Reunion Manager serves as the liaison between the Alumnae/i Relations office and the class for the purpose of Reunion planning. The Reunion Manager forms and oversees the reunion committee and organizes and runs committee meetings. The Reunion Manager also devises and implements an outreach plan in order to reach every classmate personally about reunion, and often writes the reunion class letters. The Reunion Manager is also the liaison between the gift committee and reunion committee. **Reunion year: 25-30 hours. There are no additional commitments in non-Reunion years.**

### **Bryn Mawr Fund Class Chair(s)**

The Class Chair encourages classmates to support Bryn Mawr annually. Responsibilities include written correspondence and personal outreach, as well as thanking donors and reaching out to disengaged classmates. The Class Chair works closely with the Bryn Mawr Fund Office. **Yearly time commitment: 10 hours. Reunion years approximately 20 hours.**

### **Class Notes Editor**

The Class Notes Editor collects news from classmates and writes the bi-annual column for the Alumnae/i Bulletin (printed magazine). The Editor helps the Communications Manager make sure the class list and contact information is current. **Yearly time commitment: 10 hours.**

### **GOLD (graduates of the last decade) Committee Class Representative**

The GOLD Committee Class officer will serve on the larger GOLD Committee and represent her/his/their class when helping to plan events and programs like GOLD Month, Happy Friday Happy Hours, Networking Events, and other engagement opportunities specifically designed for recent graduates. The Committee has two co-chairs and is comprised of other GOLD alumnae/i. This is a three-year term commitment. **Yearly time commitment: 15–20 hours.**

**Songmistress/master/mistex**

The Songmistress/master/mistex preserves class songs, writes new ones when necessary for Reunion and leads the class at Reunion Step Sings (must attend next Reunion). **Reunion year: 7 hours. There are no additional commitments in non-Reunion years.**

**Communications Manager**

The Communications Manager will oversee all class communication platforms such as class websites and social media pages. The Communications manager will also ensure that the class list and contact information are current. **Yearly time commitment: 5 hours.**