

## *Class Officers*

There are a number of different positions that members of the Class can volunteer their time, resources, enthusiasm, and spirit. In addition to these executive roles, the Class Officers also include a Class Council who coordinate regional class activities and maintain class enthusiasm during non-reunion years. Other volunteer opportunities include Reunion committee members and Annual Fund committee members.

All officers are responsible for being active members of the Class (to include current dues payment), attending meetings, performing duties assigned to them by the Class Assembly (the membership at-large), Class Officers or otherwise devolving from their office, notifying the Class Officers of their progress, adopting election procedures, assisting in the transition to a succeeding officer, performing the enumerated duties provided herein, and advising the Class President of any inability to perform their duties.

All of the below positions may be filled by more than one individual, based on the interests and abilities of prospective candidates and needs of the Class. One individual is permitted to hold up to two executive positions.

The **President** shall serve as the Chief Executive Officer of the Class; preside over Class Assembly and Class Officer meetings; oversee Class activities; ensure that Class Officers are performing their respective duties; interpret the Constitution and other documents of the Class; nominate members to fill vacant Officer positions or committee positions; and execute or assign for execution other duties consistent with the work of the Class.

The **Vice-President** shall assume the duties and responsibilities of the President when he or she is unable to do so; serve as an ex-officio representative to all standing and ad-hoc committees; encourage and work to increase participation in among Class members; coordinate regional and other Class organizations and their activities for the purposes of Constituent Relations; assist the Reunion Chair with reunion planning.

The **Cornell Fund Representative** shall encourage and work to increase Class member participation and involvement in fundraising activities, both to Cornell generally and to Class fundraising objectives; provide leadership and recommend goals for all fundraising campaigns; work with Alumni Affairs and Development staff to organize each campaign and develop strategies to meet campaign goals; coordinate regional and other Class organizations and their activities for the purposes of Special Campaigns; identify potential financial leaders within the Class; maintain communication with the Class Officers about Class fundraising efforts.

The **Reunion Chair** shall organize and plan the official Class reunion in conjunction with the University and with the support of the other Class Officers; work with the other Class Officers to establish committees for the purpose of reunion planning; attend University reunion planning meetings (i.e., Reunion Kickoff Weekend, "sister" class's reunion, CACO Reunion Planning Workshop).

The **Publicity Chair** shall initiate and coordinate all publicity efforts for Homecoming, Reunion or other Class activities; keep members of the Class informed of relevant University news; work with other Class Officers to create messages for the Webmaster send through an electronic mailing list four times a year; work with Alumni Affairs and Development staff to design Class mailings; coordinate other publicity efforts with the Webmaster, Secretary, Vice President and Alumni Affairs and Development staff as appropriate.

The **Webmaster** shall develop the content and design for the Class website; regularly update the Class website with news, activities, University links, member profiles, photos and announcements; include the submissions of Class members, Alumni Affairs and Development, and the Class Officers on the website; work with Alumni Affairs and Development staff to maintain an electronic mailing list of Class members and send messages the Publicity Chair develops.

The **Secretary** shall maintain the current roster of Class members and contact information; coordinate periodic efforts to find lost classmates; write all Class correspondence not specifically assigned to other officers; maintain the official Constitution and other governing documents of the Class; serve as the liaison between Class membership and the Class Officers; record and distribute the minutes of all official meetings and activities; record all Class members participation in Class and Cornell activities; maintain a collection of all Class historical documents, photographs, news clippings and memorabilia; coordinate the photographing and record of Class activities.

The **Treasurer** shall be the principal financial officer and is responsible for the receipt, custody, management, investment and disbursement of all Class funds; furnish an annual budget and account of the treasury to the Class Officers for examination; supervise the Cornell Alumni Magazine subscription plan and to the solicitation and account for the annual Class dues; development membership drive strategies, set membership goals, and account for Class dues; work with President and Alumni Affairs and Development staff to determine the amount of annual class dues; assist the Reunion Chair with budgeting, financial planning and authorizing payment of Class bills; ensure that all officers authorized to make purchases on behalf of the Class comply with Class and University policies and guidelines for making such purchases and maintaining tax exempt status.

The **Correspondent** shall prepare and submit bimonthly columns to the Cornell Alumni Magazine, and abide by the deadlines set forth by the Magazine; follow solicit personal updates from Class members.