I’m a Class Officer. Now, what?

First and foremost, thank you for stepping into the role of class officer! This document contains information and resources that will help you in your role as a class leader. Contained within are some simple, straightforward guidelines and ideas for your next five years.

Ultimately, the role of class officer is to strengthen and encourage bonds with your class outside of the Purple Bubble. Think of yourself as a cheerleader, championing the greatness of your class and encouraging connection and engagement with one another.

Thank you for volunteering your talents as a leader to the class and the Society of Alumni. I am always available to you to answer questions and support you in this role!

Ashley Weeks Cart ‘05
Director of Classes and Reunions
Ashley.W.Cart@gmail.com
413.597.4152
Essential Contacts and Resources

* Primary Contact in AR
Ashley Weeks Cart ’05, Ashley.W.Cart@williams.edu, 413.597.4152
Please do not hesitate to contact me with questions or needs as they arise during your tenure as class officer. If you’re interested in pulling together a class gathering, or mini-reunion, please contact me for help. If you would like a hard copy mailing to be sent out to your class, please email me the message and I will send out the letter to your class. The cost of those mailings is expensed to your class account.

* Alumni Relations Office Alumni.Relations@williams.edu 413.597.4151
If a classmate would like to change a mailing address or email, or in the event of the death of a classmate, please contact our main office.

* Class Listserver ClassXX-L@williams.edu
Class Presidents and Secretaries are moderators of the class listserver and must approve messages that are sent via the listserver. Be aware that spam mail does come through, and that solicitations or even harmless messages intended for one person rather than the whole class may pop up. Please delete and do NOT approve those messages. Our listserver policy is as follows: The listserver is not a conduit for solicitations of a commercial, financial or political nature. It is not for spam, flames, virus warnings, or chain letters. And it is not to be used for any fund raising solicitations.

Please do not approve and delete any messages that contain content like that described above.

All class officers of course may communicate class-related messages to your class via this medium.

* Directories
If you would like a class list sorted alphabetically or geographically, please contact Ashley and we’ll provide you with your classmates’ most recent contact information (email, address, phone, etc)

* Lost List/Missing Emails
Approximately 2.9 percent of the alumni population is considered “lost” or unreachable. We also have a list of alumni who we do not yet have email addresses for. In an effort to cut down on our dependence and expense on paper, we’re trying to procure email addresses for each alum. As class officers, you will be provided with a list once a year of classmates without email addresses. Please provide the Office of Alumni Relations with any contacts that you are able to procure.

* Class Notifications
As class officers, you will be emailed notifications of status changes of classmates. This includes the loss of a classmate, if a classmate’s status is changed from active to lost (meaning that we do not have a mailing address for them), or if a classmate changes his/her class year. Please understand that we have automated the system, so you will receive a generic email with the information, but we are always available for follow-up and to clarify any next steps you’d like to take as officers in following up on these notifications. Also note, sometimes our office does not get notification of a death until months, if not years, after the fact. Again, because the system is automated, you will receive all notifications as they come into our office. Please contact Ashley with any questions.
*Class Bank Account*

The College has a financial account that it holds for each class. The class treasurer has access to all financial statements related to this account and may request use of this money, as well as deposit money into the account. Please contact your class treasurer if you are interested in this information.

*Williams Publications*

**Williams People** is now the publication that contains class notes, births, marriages, and obituaries. It is produced three times a year in January, May and September.

**Williams Magazine** is now the publication that contains articles related to Williams and other timely world events and their connection to the College. This publication is produced three times a year: Spring, Summer, and Fall.

Both these publications are viewable online at alumni-news.williams.edu or magazine.williams.edu

*Alumni Directory Information*

Classmates are automatically subscribed to regional listservers and affinity group listservers by the contact information they provide in their Alumni Directory page. Please encourage classmates to keep that information current so as to receive not only college publications but also regional invites and news.

Including a paragraph like the following in your messages to classmates is incredibly useful: *Lastly, if you have moved recently, changed jobs or schools, or have new contact information, please take a moment to update your Williams alumni record here: [http://alumni.williams.edu/updatemyprofile](http://alumni.williams.edu/updatemyprofile).* Doing so will ensure that you keep receiving Williams publications such as the Williams Magazine and Williams People and stay informed about Williams-related events in your area.
Williams Volunteer Confidentiality

Because we routinely provide you with private information appropriate to your volunteer assignments, the guidelines below are designed to protect you and all members of the Williams family against unauthorized use or disclosure of personal data, including email and postal addresses, telephone numbers and giving histories.

Guidelines

1. Please handle this confidential information responsibly and discreetly and respect your fellow alumni’s right to privacy.

2. This information is for Williams-related purposes only, and may not be used for commercial, political or advocacy solicitations of any kind.

3. Please don’t share or permit access to this confidential information with any person or organization unless authorized to do so by Williams.

4. Please don’t alter, copy, duplicate, reproduce, store in a retrieval system, or transmit this data in any form or by any means unless authorized to do so by Williams.

5. Please promptly dispose of (or return to Williams) any data no longer needed for your volunteer work. Disposal must be secure and unrecoverable (shredded or erased if stored in an electronic format).

Many thanks for abiding by these conditions. We appreciate everything you can do to make sure the privacy of your fellow Ephs is honored and protected.
THE CLASS PRESIDENT

Position:
As Class President, you are the leader of your class officers and the primary point person for the Office of Alumni Relations on matters related to your class. We look to you to communicate messages pertinent to your class via the listserv, facebook, or letters, and to help facilitate the reunion planning team, and officer succession at the completion of each reunion cycle. Ultimately, though, you are a cheerleader and champion of your class, building class enthusiasm and unity in whatever way suits your personality.

Responsibilities:
* As needed, communicate with the class on matters related to reunions, class events, the loss of a classmate, etc. Utilize Class Listserver, Facebook, and Letters for outreach. Our office recommends emailing the class listserver at least three or four times every year with updates or information about life at Williams or about your fellow classmates.

* Consider programming mini-reunions over fall football weekends, or city-specific smaller class gathers to maintain class enthusiasm during non-reunion years. Work with Ashley to execute such efforts.

* Be as inclusive as possible in your outreach and class activities. Think about engaging as diverse a group of classmates as possible.

* Assist the class secretary in reporting significant news about classmates in a timely manner to the College (address/e-mail changes, marriages, births, deaths, etc.).

* Work with College staff to replace any class officer/appointed volunteer who cannot finish the term, or is not fulfilling the responsibilities of the job.

* Refer to the lost list and missing email addresses of classmates that will be provided to all class officers once a year, and provide the Office of Alumni Relations with any contacts you are able to procure.

* Direct class officer successions. Our office will look to the class president to solicit self-nominations from classmates for new officer positions at the end of every reunion cycle. To be as inclusive as possible, we have moved away from an election model to a succession model, encouraging as many classmates to volunteer on behalf of their class as possible. Ashley will help coordinate these efforts.
* You will receive an email from Alumni Relations once every two months or so with information that you might want to share with your classmates, best practices, ideas from other class officers, etc. The Class President listserver (ClassPresidents-L@williams.edu) is a means of sharing information and connection across classes.
THE CLASS VICE PRESIDENT

Position:
The Vice-President is the primary support person for the Class President. You should help support the work of the President and foster enthusiasm and class spirit between reunion years.

Responsibilities:
* Work with the President to organize and plan activities and events as related to your class.

* Engage with class Facebook group to encourage class connection.

* Provide active support to fellow class officers in rallying enthusiasm, and help in matters related to the class.

* Refer to the lost list and missing email addresses of classmates that will be provided to all class officers once a year, and provide the Office of Alumni Relations with any contacts you are able to procure.

* Assist the class secretary in reporting significant news about classmates in a timely manner to the College (address/e-mail changes, marriages, births, deaths, etc.).
Position:
The Secretary has one of the most important and labor intensive responsibilities of all the class officers. You are responsible for collecting and compiling class notes three times a year for Williams People. This is an essential piece of keeping classes connected to one another outside the Purple Bubble. You are your class’s most visible representative.

Responsibilities:
* Adhere to deadlines and specifications for submitting class notes. You will receive specific instructions from the Williams People editor, Jen Grow. Contact: Jennifer.E.Grow@williams.edu or 413-597-4082

* Assist Williams People editor with fact-checking and proofreading edited class notes.

* Forward information and photographs from classmates for inclusion in Williams People

* Assist classmates who have questions about submitting materials to Williams People.

* Report significant news about classmates in a timely manner to the College (address/e-mail changes, marriages, births, deaths, etc.).
THE CLASS TREASURER

Position:
As Class Treasurer, you have access to the Class’s financial account and are thus responsible for communicating information about your class funds to your fellow officers. During Reunion years you will play a critical role in helping to manage the budget and keeping track of expenses for such events.

Responsibilities:
* Oversee class bank account. To access bank account, login in to MyReports: from alumni.williams.edu. Select “Class Financials.” You will be directed to a site that lists your class’ financial statements.

  “Current Summary Financial Statement” shows the money available in your class account. The left column is ‘Year-To-Date,’ the right column is ‘Life-to-Date.’ The number at the bottom of the ‘Life-to-Date’ column is indicative of your class balance. If the number is in parentheses, it is a deficit.

  “Current Fiscal Year YTD Financial Statement” shows the flow of funds in and out of your class account during the current fiscal year (which for Williams is July 1st – June 30th). To see the past year’s cash flow, see the “Previous Fiscal Year YTD Financial Statement.” Note that numbers with a negative sign in front of them are actually Positive, and numbers listed without a negative sign are withdrawals or deficits.

  * Send receipts or necessary bills to our Office to either have individuals reimbursed or vendors paid from your class account. Please include itemized receipts or a list of names from members in your class who were present when the expense was made.

  * Help our office ensure accurate financial records by keeping an accurate record of collections and payments to compare to the College accounting records.

  * Refer to the lost list and missing email addresses of classmates that will be provided to all class officers once a year, and provide the Office of Alumni Relations with any contacts you are able to procure.

  * Assist the class secretary in reporting significant news about classmates in a timely manner to the College (address/e-mail changes, marriages, births, deaths, etc.).