

## CLASS VICE PRESIDENT

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**TERM** ♦ 5 years

**ALUMNAE ASSOCIATION CONTACT** • Assistant Director for Reunions and Classes

The principal duty of the vice president is to act as Reunion Chair. She appoints classmates to committees and coordinates the work of all involved, and works closely with the Alumnae Association and college staff.

**Reunion is an important and large-scale event for each class, and detailed information about the job responsibilities are contained in the *Reunion Planning Guide*. This document is designed as a resource for class volunteers and is distributed at the Volunteers Conference approximately 18 months prior to Reunion.**

### QUALIFICATIONS

- ♦ Enthusiasm for Smith, a wide acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to represent the college and respond to questions and needs of classmates
- ♦ Ability to make an annual gift to the Alumnae Fund

### RESPONSIBILITIES

- ♦ Plan reunion logistics and schedule for the class
- ♦ In cooperation with the class treasurer, oversee the reunion budget
- ♦ Supervise a committee to organize various reunion events
- ♦ Act as the principal source of reunion information and submit a reunion update to the class President for inclusion in the annual class newsletter
- ♦ Act for the president if she is unable to fulfill the responsibilities of the position
- ♦ Coordinate the development of a theme and corresponding graphics for Reunion and be responsible for specific reunion mailings to the class
- ♦ Attend the volunteers conferences at both the beginning of term in office and eighteen months prior to Reunion
- ♦ Attend Reunion
- ♦ Maintain a notebook that includes reunion mailings, newsletters, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding vice president

**APPOINTMENTS** (see page 15 for descriptions)

- ♦ House Representatives
- ♦ Meal Chairs
- ♦ Headquarters Chair
- ♦ Parade Chair
- ♦ Nametag Chair

**Other possible Reunion Committee Chairs:**

- ♦ Spouse/Partner Activity Chair
- ♦ Program or Event Chair
- ♦ Newsletter Chair
- ♦ Parade Sign Chair