

## Volunteer Job Description

### Class President

#### GENERAL DESCRIPTION:

The class president serves as chief leader of the class, representing the class to MIT and the Alumni Association and ensuring that class events and communications are planned and executed successfully, especially for quinquennial reunions. As class president, this volunteer partners with the Association as a liaison between the class, MIT leadership, students, and other alumni and volunteers.

#### RESPONSIBILITIES:

- Works with all class officers to ensure that they collaborate effectively on behalf of their classmates with each other and with the Association.
- Attendance at all class reunion activities at MIT.
- Serves as ex-officio member of the reunion committee and reunion gift committee.
- In consultation with MITAA staff, helps identify possible volunteers for key roles such as reunion program chair, reunion ambassador chair, reunion gift chair, class stewardship agent, and other volunteer positions as needed.
- Appoints volunteers to fill vacant positions between elections. Works with the Association to ensure that all volunteer responsibilities are fulfilled. For more information, view the [Knowledge Base article on class elections](#).
- Works with class officers to determine scope of class activities during and between reunions, both on and off campus.
- Oversees class officer elections for the next five-year term during the class reunion.
- Reports annually to the Association on any class activities, including attendance lists at any class events.

#### EXPECTED OUTCOMES AND TERM GOALS:

- Successfully planned and executed class reunions, concentrating on attendance goals, recruitment of volunteers, and individual outreach to classmates to promote greater and more diverse attendance at class events.
- Periodic meetings with class officers to ensure that volunteer responsibilities are being fulfilled and to discuss and implement planning for class projects such as covalent events, communications, etc.
- Collaborative working relationships with Association Class Programs staff.
- Submitting annual reports of class activities to the Association.

#### QUALIFICATIONS:

Ideal class presidents display willingness to carry out duties of office proactively and are eager to attend class reunion activities. Class presidents should have excellent communication skills and should be ready to engage with any and all classmates. Class presidents display good leadership and organizational skills.

## TIME COMMITMENT:

This will vary on the activities of the class, but in non-reunion years the time could be 1-2 hours per month. In reunion years, the commitment could be closer to 4-6 hours per month, increasing closer to the reunion.

## TRAINING AND SUPPORT:

- [Alumni Leadership Conference](#) programs
- Quinquennial Tech Reunions training webinars on reunion planning and use of Outreach Management Tool
- [Knowledge Base article: Class Leadership: Officer Elections](#)
- Other programs as needed

## BENEFITS:

High visibility position among classmates. Opportunity to mentor other volunteers.