

Volunteer Job Description

Class Vice President

GENERAL DESCRIPTION:

The vice president serves as a working officer of the class and is ready and willing to serve as class president should the sitting president be unable, for whatever reason, to fulfill the duties of that position.

RESPONSIBILITIES:

- Serves as leader of the class in the absence of the class president, exercising the same powers and responsibilities.
- Fills officer vacancies arising between elections when called upon by the president.
- Serves as an ex-officio member of the reunion committee.
- Duties vary depending on the needs and activities of the class.

EXPECTED OUTCOMES AND TERM GOALS:

- Successful engagement with and completion of any assignments from the class president.
- Attendance at all class reunion events.

QUALIFICATIONS:

- Willingness to serve the class in the role, including that of vacant officer positions.
- Complete willingness to serve in the role of class president should the need arise, whatever the circumstances.
- Good communications skills and a strong initiative to engagement with all or any of their classmates.

TIME COMMITMENT:

This will vary on the activities of the class, but in non-reunion years the time could be 1 hour per month. In reunion years, the commitment could be closer to 3-4 hours per month, increasing closer to the reunion.

TRAINING AND SUPPORT:

- **Alumni Leadership Conference** programs
- Quinquennial Tech Reunions training webinars on reunion planning including the use of Outreach Management Tool
- Other programs as needed



BENEFITS:

High visibility position among classmates. Vice presidents often go on to serve as class president.