

Volunteer Job Description

Class Member At-Large

GENERAL DESCRIPTION:

Class members-at-large serve as working officers of the class ready and willing to accept special assignments from the class president. Members-at-large work with the class president and other officers in planning, organizing, and implementing class programs, especially reunion activities. Members-at-large are often elected with the purpose of serving as early members of a reunion committee.

RESPONSIBILITIES:

- De facto members of the reunion committee
- Take on special assignments at the request of the class president, including:
- Editing or writing for a reunion book
- Organizing covalent or other class events
- Researching missing or unengaged classmates
- Assisting the class secretary in collecting Class Notes for Technology Review
- Creating special content for the class website as needed
- Serving as a reunion ambassador for a living group, student activity, or team

EXPECTED OUTCOMES AND TERM GOALS:

- Attendance at all class reunion activities
- Active participation in reunion planning
- Successful engagement with and completion of assignments from the class president

QUALIFICATIONS:

Initiative for serving the class. Willingness to serve on special assignments as directed by the class president.

TIME COMMITMENT:

The time commitment will vary depending on the activities of the class, but in non-reunion years the time could be less than one hour per month. In reunion years, the commitment could be closer to 1-2 hours per month, increasing closer to the reunion.

TRAINING & SUPPORT:

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



BENEFITS:

Opportunities to work on a diverse set of roles and projects.