

## Volunteer Job Description

### MIT Class Secretary

#### DESCRIPTION

The class secretary plays an important role in connecting the class to the Institute and vice versa. Class secretaries reach out to classmates six times per year to collect news and updates. Secretaries are responsible for compiling these notes and submitting them to the MIT Technology Review to be published in the Class Notes section.

#### RESPONSIBILITIES:

- Edits and publishes the complete Class Notes column six times a year in Technology Review.
- Publishes Class Notes on the Association Website; adding any photos to the web version.
- Becomes familiar with the Hivebrite platform of online services (website, email, etc.) to facilitate classmate communications and digital presence.
- Solicits news from classmates (E-mail, call, or visit classmates).
- Listing names of classmates in columns with request for news/information.
- Requesting assistance of other class officers and classmates.
- Commits to being a member of the reunion committee.
- Expected Outcomes and Term Goals:
- Reach out to classmates and submit notes for each issue of the MIT Technology Review (6 times per year).

#### QUALIFICATIONS:

The position requires an interest in classmates and their activities as well as attention to detail and strong communication 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:

The MIT Technology Review liaison will alert secretaries about deadlines. Infinite Connection email training, Class Secretary resources, Alumni Leadership Conference programs, quinquennial Tech Reunions training webinars on reunion planning and use of Outreach Management Tool, other programs as needed.



## **BENEFITS:**

Class secretaries build strong connections with their classmates and gain valuable experience writing, editing and proofreading.