Class Governance and Organization
Successful classes have an effective governance model.
Class governance models span the scale from one leader wearing all the hats to a full class leadership network.

Class Organization and Elections

You know your class and the governance model that will promote class participation and engagement.

Role of Class Officers
Know the responsibilities before you take on the title. Effective class leaders understand that the honor of being a class leader also entails responsibility.

President(s):
The President is the face of your class and will represent your class at Penn events and work with the Development and Alumni Relations office and the Alumni Class Leadership Council (ACLC). The President’s job is to foster greater engagement of classmates with Penn, through both class related and University activities. This entails developing an effective organization by enlisting as many interested classmates as possible, who represent a broad spectrum of the class and its diverse undergraduate activities. The President will identify and appoint chairs to specific committees, one of which shall be communications.

Executive Vice President(s):
The Executive Vice President will work closely with the President and will assume the President’s responsibilities if the President is unable to perform his/her job. The Executive Vice President will be responsible for running all internal class committees including the communications committee and events committee.

Administrative Vice President:
The Administrative Vice President will be responsible for maintaining all records, notes and contact information for your classmates. The Administrative Vice President will maintain the minutes and agendas for all meetings and will work to keep your class in order and running smoothly. Elections for class leaders are held every five years post reunion. Installation of class leaders is held each year at Homecoming.

Engaging Class Leaders
A reunion year brings many classmates on board with engagement and participation.
A natural way to build a class governance network is to transition these classmates into leadership roles. All class leaders should work as a team to present consistent, effective interaction with classmates. Notably the gift chairs should work hand and hand with the class president and reunion chair.

Class leaders have used the following ways to successfully recruit and communicate to classmates:

- Personal contact
• Regional Club boards and members
• QuakerNet
• Mobile Volunteer Portal (MVP)
• Affinity groups
• Penn parents
• Class Facebook page

*You may contact your Alumni Relation liaison for more details and an ACLC resource contact.*

**5 Year Cycle – Engaging Classmates**

Engagement begins with your Reunion Year – to keep the momentum going try some of the following best practices offered by fellow class leaders:

- Class Emails/Newsletters- University can distribute a class list with email addresses and provide a schedule for e-communications

*Knowing the schedule of communication (notably e-mails and newsletters) from the class as well as the University will ensure your message is timely and prioritized. Contact your AR staff liaison for the current communications schedule.*

- Regional alumni gatherings for those who want to connect locally. Partner with regional club. Host with other classes.
- Invite local alumni back to Penn events (basketball games, Mask and Wig Club, Annenberg Theater and dinner)
- Social Media- Facebook, Twitter, LinkedIn
- Community service events, happy hours, countdown to reunion parties every year
- Engaging Minds and Scholarship events

**Relation between class leaders and the University**

Class leaders need a channel to communicate class issues to the University. *Alumni Relations and your ACLC executive board will work to facilitate this need.*

**Use the websites listed below to keep informed of University as well as class events.**

**For Penn Alumni events visit the Event Calendar on QuakerNet, the Penn Alumni Online Community:** [www.myquakernet.com](http://www.myquakernet.com)

**For Penn Alumni Education events visit:** [http://www.alumni.upenn.edu/education/index.html](http://www.alumni.upenn.edu/education/index.html)

**For Penn Alumni Travel Program schedule visit:** [http://www.alumni.upenn.edu/travel/index.html](http://www.alumni.upenn.edu/travel/index.html)

For Regional Clubs (Global Alumni Network) events visit: [http://www.alumni.upenn.edu/club/ganevents.html](http://www.alumni.upenn.edu/club/ganevents.html)