Class Elections, a New Opportunity!

After the reunion, we are able to involve some additional classmates who have been active since graduation in alumni leadership positions. Offices include President, Executive Vice President and Administrative Vice President. Co-leadership is welcome.

Send nominations to your Classes and Reunion Liaison (see your class reunion website for liaison contact information).

Act quickly after you return home from the festivities. Nominations will be accepted until June 1. Ballots of nominees will be emailed after Labor Day and the election will take place online, on Penn’s secure server. New class officers will be installed at Homecoming weekend. We hope you are excited about this new chance to widen the circle of our class leaders!

On the following pages you find descriptions of the elected officer’s role and responsibilities:
Elected Class Officer Positions and Duties

President(s):

The President is the face of the class and will represent the class at Penn events and works 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.

The President’s responsibilities include, but are not limited to, the following list:

1. Oversee the class officers and board by setting up meetings and conference calls, make sure to hold at least 3 meetings a year in a non-reunion year
2. Make sure a class communication is sent out at least twice a year with the assistance of your Classes and Reunion liaison. (More often during reunion cycles)
3. Keep the class engaged in between reunion cycles through e-mail, phone calls, setting up events, etc.
4. Serve on the gift committee or reunion outreach & planning committee during a reunion cycle
5. Help submit class award application
6. Attend Penn Alumni events including Homecoming and Alumni Weekend
7. Carry the Class flag in the ceremonial procession at commencement, or contact your Classes and Reunions liaison to note your replacement
8. Work to find key class leaders for board appointments and/or reunion committee appointments
9. Work closely with your Classes and Reunions liaison and the Alumni Class Leadership Council (ACLC), to keep your class engaged
10. Represent your class to the Alumni Community at functions and on boards (if applicable)
11. Serve on reunion committee

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.

The Executive Vice President’s responsibilities include, but are not limited to, the following list.
1. Assumes the role of the President if for some reason cannot perform his/her job
2. Manage all internal class committees and chair people
3. Attend officer/board meetings
4. Attend Penn Alumni events including Homecoming and Alumni Weekend
5. Serve on a reunion committee

Administrative Vice President(s):

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.

The Administrative Vice President’s responsibilities include, but are not limited to the following list

1. Manage the class list, encourage classmates to update profiles on QuakerNet, help Classes and Reunions maintain the best data on your classmates
2. Attend board meetings and set meeting agendas, take minutes and send out minutes
3. Maintain class records and class notes
4. In the event that your class does not appoint a communications chair, draft and edit class communications
5. Attend Penn Alumni events including Homecoming and Alumni Weekend
6. Serve on reunion committee