

**Class Officer Job Description**

**SUMMARY**

Class Officers work to keep their classmates connected to each other and The College of Wooster. Class Officers help coordinate communication between classmates through social media, written letters, emails, and attendance at College events.

**ROLE DESCRIPTION**

* Maintain contact with the Office of Alumni & Family Engagement to keep the Office updated on the activities of your class and remain informed about activities, events, and news from the College. Stay up to date by reading the *Wooster* magazine and regularly checking [www.wooster.edu](http://www.wooster.edu).
* Personally contact classmates to maximize engagement with the College through attendance at events and annual giving.
* Actively encourage your peers to submit class notes to the Office of Alumni & Family Engagement. Notes that are considered Professional Achievements, Weddings, or Encounterswill possibly be selected for publication in the *Wooster* magazine.
* Make sure the Office of Alumni & Family Engagement has an accurate email address on file for you and check your email regularly. Important updates from the College will be shared with you via email. We ask that you disseminate this information to your classmates promptly.
* Encourage your classmates to update their contact information with the College. This can be done quickly and easily online at <https://wooster.edu/alumni/update/>.
* Serve as an important example to classmates by giving consistently to The Wooster Fund.
* Whenever possible, attend on-campus and regional Wooster activities and events.
* During your reunion year, Class Officers will work with Alumni & Family Engagement and Annual Giving staff to coordinate the class reunion (giving, events, and attendance).
* Support the diversity, equity and inclusion initiatives of The College of Wooster.

**VOLUNTEER TERM**

This is a five-year elected term with the opportunity to run for re-election at your class reunion.

**STAFF SUPPORT**

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