



## INTRODUCTION

### **A Team Approach to Class Leadership**

While each class officer has roles and responsibilities unique to his or her position, all class officers share the collective responsibility of keeping classmates connected, informed, and engaged in the class and UMaine community, whether during a reunion year, or non-reunion year.

Many classes maintain a high level of class-based activities in non-reunion years, and have consequently reaped a harvest of benefits as they come into their reunion years – specifically, increased participation in reunion activities and in reunion giving. Classes that have achieved these successes are most often led by officers who choose to maintain an ongoing dialogue throughout their five-year terms, and this practice has proven beneficial not only to the classes at large, but to the class officers themselves.

The Alumni Programs staff, with input from class officers, has drafted suggested guidelines and best practices for UMaine’s alumni class officers to consider in maintaining class connections and engagement, not only during reunion years, but in the intervening years as well. The ideas outlined here are suggestions for basic practices that your class officer team can adopt as a means of establishing leadership structure throughout the five-year term of office.

### **Best Practices for Class Officers**

#### **Set Examples for Class Officers:**

Submit own Class Notes and assist secretary in seeking news from classmates  
Make annual gift to UMaine, particularly in support of the Class Fund  
Attend reunions and class events

#### **Work together with other officers:**

- 🐾 Keep other officers informed of relevant class news – e.g. class scholarship recipient(s)
- 🐾 Inform fellow officers on correspondence pertaining to class business
- 🐾 Hold meetings that include all class officers on a regular basis
- 🐾 Assist in keeping class web site fresh, relevant and up-to-date
- 🐾 Encourage class officer representation at the Alumni Association Reunion Workshop
- 🐾 Work together to identify and recruit additional leaders to serve as future officers and volunteers
- 🐾 Consider ways not only to fulfill your own responsibilities as an officer, but provide support for your fellow leaders in fulfilling their roles
- 🐾 Nominate outstanding volunteers for Alumni Awards



**Online Resources for Class Officer at [www.maine.alumni.org](http://www.maine.alumni.org):**

- 🐾 Volunteer recognition and awards
- 🐾 Alumni Association events calendar
- 🐾 Reunion Weekend Schedule
- 🐾 Homecoming Weekend Schedule