

SOUTHWESTERN UNIVERSITY CLASS COMMITTEE

The Association of Southwestern University Alumni will launch Class Committees in 2015 to better connect classmates with one another in support of Southwestern University's mission and initiatives. Class Committees will be co-chaired by one Class Relations Officer and one Class Giving Officer, and may include two to four additional Class Committee Members to support connections among classmates.

Class Relations Officer

Formerly known as the Class Delegate, the Class Relations Officer will keep classmates connected with each other and to SU through The Association.

- Serve as voting member on the Alumni Assembly, the governing body of The Association, as your class representative.
- Work with the Office of University Relations - Alumni and Parents to represent your class' interests .
- Encourage classmates to submit Class Notes through The Association's online form; Class Notes are published in "Southwestern," the University magazine.
- Engage in regular outreach to classmates through preferred communication methods (e.g., letters, email, social media, personal contact, etc.) regarding classmate, University and The Association news.
- Participate on your Class Reunion Planning Committee (every five years).
- Organize a Classmate Search Committee 18 months prior to your class reunion to reestablish connections between disconnected classmates and the University.

Class Giving Officer

Formerly known as the Class Agent, the Class Giving Officer will encourage and support giving initiatives for the University among classmates.

- Make annual gift and maintain Brown Society membership.
- Acknowledge at least 10 class members who make an annual gift at the beginning of the fiscal year, but can be sent at your convenience.
- Send at least 10 email messages, mailed notes, or phone calls to classmates who gave in past years but not this year toward end of fiscal year.
- Opt-in to receive monthly class standing updates to use for follow-up.
- Help promote ongoing challenges and campaigns by forwarding communications from Southwestern or posting on social media.
- Work with the Gift Programs Office to strategize to achieve increased class participation and class dollars.
- Act as main point of contact about giving initiatives with Class Committee.
- Notify the University of changes to alumni contact information as you become aware of them.

Class Committee Members

In addition to the Class Officers, committees may include additional classmates who will work to support both officers and maintain connections among the class. The committee members serve a vital role in expanding the reach of the Class Committee efforts, and will be called upon to connect with their own unique circles of alumni.