Lehigh University Alumni Relations
Class Leadership - Job Description and Expectations

Purpose: To promote continuous engagement between alumni and the university based on class affiliation.

General Description: The class officers, committee members, and outreach volunteers work in tandem with Lehigh Alumni Relations staff to support their classmates’ engagement both during the 18-month build-up to milestone reunions and the five-year cycle between milestones.

Each volunteer on the Class Committee is responsible for the following elements of class leadership:

- Serve as an ambassador by providing leadership and promoting class unity, consult with classmates to generate ideas for events and communication strategies, and provide feedback to Alumni Relations staff.
  - Utilize unique skills to assist Lehigh with special projects, as necessary.
  - Introduce your alumni peers to the Alumni Relations staff.
  - Assist in planning, executing, and/or hosting events, as necessary.
- Lead by example by attending Lehigh University events with friends.
- Lead by example by contributing annually to the Lehigh Fund and encouraging others to do the same.
- Recruit peers to maximize participation in Lehigh and class-sponsored events.
- Recruit peers to volunteer with Lehigh and make contributions to the work of the class and university.
- Maintain multiple forms of correspondence with members of the class and facilitate updates with the university database to ensure accurate contact information.
- Sign and abide by Lehigh University's confidentiality policy and volunteer agreement.

Length of term: Five years, renewable in Reunion year

Time commitment:

- Attend two half-day reunion planning meetings – in person or via conference call – in the year leading up to your milestone reunion (September and March), as well as monthly conference calls.
- Attend the Volunteer Leadership Forum in August or send a class representative.
- These positions will require a time commitment of between 3-7 hours per month.
- Officers will be asked to be involved with their class each year, with special focus on the 18-24 months leading up to reunion.

Personal characteristics that contribute to the volunteer’s success:

- Ability to: set goals, communicate, analyze, think creatively and collaborate with classmates
- Willing to: attend and participate in meetings/conference calls, take responsibility and complete assignments
- Possess: personal integrity, sensitivity to and tolerance of differing views, and an understanding of Lehigh University’s values
Skills required:

- Strong communications skills, both written and oral
- Strong organizational and solid time management skills
- Reliability, must meet deadlines
- Previous volunteer or leadership experience preferred

Benefits of volunteering:

- Reconnect with friends, classmates, and your alma mater
- Networking opportunities
- The satisfaction of assisting Lehigh to achieve its giving mission and goals