



## HPA Class Agent: Opportunity Description

The position of Class Agent volunteer is one of the most important alumni volunteer positions. It requires an interest in classmates and their activities as well as attention to detail and strong communication skills.

As a Class Agent volunteer, you represent HPA in an effort to promote alumni engagement with HPA and encourage financial support from members of your class. Alumni are more likely to support the HPA Fund (our annual fund) when contacted by a classmate; therefore, a strong HPA Fund is only possible through the efforts of our Class Agent volunteers. Your work is critical to our success each year, and in the long-term. Class Agents will work closely with their Class Scribes, who also play a vital role in keeping classmates connected by maintaining and promoting communication and by securing updated biographic information and collecting Class Notes. Together with the Advancement team, our goal is to have fun, connect our Alumni 'ohana, and positively impact the health and future of our beloved HPA.

Thank you!

## Responsibilities of the Class Agent:

- Make your own donation early to lead by example: [www.hpa.edu/HPAFund](http://www.hpa.edu/HPAFund)
- Solicit classmates to make a donation toward the HPA Fund.
- Participate in regional and campus events whenever possible.
- Encourage classmates to attend regional and campus events.
- Recruit and motivate other classmates to volunteer.
- Relay important information (e.g., contact information updates) to the Class Scribe and/or Advancement Office in a timely manner.
- In coordination with the Advancement Office, regularly acknowledge donations or pledges of support.



## HPA Class Scribe: Opportunity Description

The position of Class Scribe volunteer is one of the most important alumni volunteer positions. It requires an interest in classmates and their activities as well as attention to detail and strong communication skills.

As a Class Scribe your primary responsibility is to contact your classmates to gather information to include in Class Notes, remind classmates to submit their Notes, and provide opportunities for all classmates to share their information with particular attention paid to those who haven't been in touch frequently.

The Class Scribe will work with the Class Agent and the HPA Alumni office in keeping classmates connected. By proactively seeking out news from classmates, the Class Scribe helps all classmates feel valued and connected within the class and our wider HPA 'ohana. By securing updated biographic information, the Class Scribe serves as a bridge between alumni and HPA, and helps build pride about the wide-ranging impact of HPA alumni around the world.

Thank you!

## Responsibilities of Class Scribe:

- Within the timeline provided by the HPA Alumni Office, gather, write, and submit class notes for Ma Ke Kula, social media, and web communications.
- Work with the HPA Alumni Office to provide coordination and planning for class reunions.
- Act as liaison between HPA Alumni Office and classmates.
- When appropriate, maintain confidential information about classmates and/or information from HPA.
- Class Scribes serve a five year term with the opportunity to renew their commitment.