



CLASS SECRETARY HANDBOOK

2020-2021

Thank you for volunteering your time and talent to the Academy!

The Class Secretary is a connector, keeping classmates connected to one another and to the Academy. Your role as Class Secretary ensures an informed and engaged alumni body, and we are grateful for your assistance and service to the Academy.

To help ensure your success, please refer to the Advancement Office Support resources and Class Secretary Responsibilities listed below:

ADVANCEMENT OFFICE SUPPORT

Amy Swiniarski, Director of Alumni and Parent Engagement
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Dionne Kelly, Administrative Coordinator, Engagement and Annual Giving
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CLASS SECRETARY RESPONSIBILITIES

Update Alumni Information

Any updated contact information (phone, email, address, relationship status, employment, studies, etc.) you receive should be shared with the Alumni Engagement Office to ensure the accuracy of our records. Alumni may also visit the [Alumni page](#) of the Academy's website to update their information directly online. Current and accurate contact information is imperative to have a well informed and engaged alumni body.

Class Notes Outreach

The Class Secretary is responsible for receiving, developing, and writing Class Notes for the alumni magazine, The Archon. Along with Class Notes, this publication contains Academy news, features, and notices of upcoming events. A "call for news" from your classmates should be made twice a year via e-mail, letters, social media, or any other means of communication you choose. The Advancement Office Administrative Coordinator will provide you with timelines and deadlines for Class Notes as they become available. Please refer to the Class Notes Guidelines* detailed below.

Class Announcements and Obituaries

If you are contacted with information regarding a classmate's passing, it is important to share this with

the Academy as soon as possible. Likewise, if the Academy is notified of a classmates passing, this information will be sent to you electronically. It is the Secretary's responsibility to relay that information to her/his class in a timely manner.

Act as a Resource

You should be familiar with The Governor's Academy website and social media sites. If you, or a classmate, notice you are not receiving The Lieutenant Governor, our monthly alumni newsletter, please make sure to **opt-in** to receive important emails from the Academy.

Participate in Alumni & Academy Activities

As Class Secretary, you will work to engage and involve your classmates in current Academy initiatives and encourage connections with the broader alumni association. It is important for you to participate in activities such as Reunion, regional receptions and dinners, and special events both on and off campus, as you are able. Secretaries should be aware of the school's current operations (admissions, faculty, business operations, and college counseling) and be mindful of its needs so that s/he may act as a resource.

CLASS NOTES AND GUIDELINES

Class Notes: A "call for news" from your classmates should be made twice a year via e-mail, letters, social media, or any other means of communication you choose.

Purpose: Please remember that the purpose of The Archon is to unite the greater Academy community by sharing life celebrations and accomplishments, family news, travel, and other Alumni updates.

Submission: Class Notes should be submitted by the given deadline to the Academy via e-mail to dkelly@govsacademy.org or classnotes@govsacademy.org in a Word document or in the body of an e-mail. If typing and e-mailing the Notes is not an option, please submit legible, handwritten notes to the Academy.

Format: Please feel free to compile notes from your class in a way that is meaningful to you! There is no one, specific format.

- Write them in the third person: "**Jane Smith '90** is living in Houston, TX, with her husband, Michael, and two daughters, Grace and Sydney. She recently went to a Red Sox game with classmate **Mary Jones '90**, and they are both excited for Reunion this year!"
- Combine notes as you receive them from the contributor. **John Adams '76** writes: "This summer, I have been traveling with my wife, Cindy, to many National Parks, including Zion, Yellowstone, and Glacier National Park. We welcomed our first grandson this past fall and are excited to celebrate this new addition to the family!"
- Combining all of the Notes into a storyline is also a great idea.

Please **bold** the referenced classmate's name. If you are referencing alumni from another class year, please also **bold** and include their class year, if you know it. If you are unsure, please insert **'??** and the Advancement Office will confirm.

Photo Requirements: Always use the highest resolution (biggest) original file size possible - at least 1MB, 300 dpi. Photos should be sent electronically in .jpg format via e-mail to dkelly@govsacademy.org or classnotes@govsacademy.org. If the photo is of a group of alumni, please include the names of all those photographed and the location of the photo, if appropriate. We prefer that photos include at least one alumnus/a.

Photos will be included in The Archon at the discretion of The Archon staff.

Please note that the Academy reserves the right to edit notes for content and space.