



Class Representative Duties and Responsibilities

Class Representatives play a vital role in the Mid-Pacific alumni community. They keep class members in contact with one another and keep their class spirit alive! Alumni who take on this role should not see this as a job for life, nor one that they need to do alone. Job sharing is encouraged and up to four co-representatives are welcome.

Key Responsibilities

- 1. Organize, or help your reunion chairs organize your class reunions**
These can be as frequent as you want. However at the very least, we encourage you and your class reunion reps to work with Mid-Pacific's *Director of Alumni Relations* to plan a reunion event celebrating your 5, 10, 15, 20, 25, 30, 35, 40, 45, 50-year graduation anniversaries and beyond.
- 2. Encourage classmates to give you updates for your Class Notes**
This most frequently read section of our *Mid-Pacific TODAY* magazine is a great avenue for alums to share news and get updates on other classmates. Chances are, you will hear information about your classmates sooner than we would, which is why we count on you to keep us informed. You may also run across newspaper/online articles highlighting achievements of fellow alums. Please share this with us, too. Photos, along with captions, are always great to include with submissions. Digital photos should be high-resolution (at least 300 dpi).
- 3. Maintain an updated list of classmate contact information**
Upon completing the latest Class Representative Privacy Policy Agreement form, you will be provided with your class contact list. Updates can be made mailing addresses, email addresses and phone numbers, and you may send the School updates as needed. This will help us effectively communicate school news and information about alumni events and services to your classmates.
- 4. Occasionally distribute information to classmates**
Send messages via email, phone, or social media about upcoming events, activities, and fundraising, etc.

5. **Encourage participation and volunteering at alumni functions**
Your attendance and volunteerism at Mid-Pacific and Mid-Pacific Institute Alumni Association (MPIAA) events are great ways to get involved and ultimately support your alma mater. We welcome you to actively participate in the planning of alumni events, and encourage your classmates to come out as well!

6. **Attend Class Representative Meetings**
The Director of Alumni Relations will send out an announcement by email about the Class Rep Meetings, which are usually held on campus. There are three meetings per year (September, December and April). If we are unable to meet in person, a virtual meeting will be held via Zoom.

7. **Be an ambassador for the School**
Have fun keeping the school spirit alive and help to raise the profile of Mid-Pacific in our community and beyond.

Requirements:

1. Have your name and email address listed on the Mid-Pacific Alumni website (www.midpac.edu/alumni/class-representatives.php)
2. Have your name and email address listed in the *Mid-Pacific TODAY* magazine under the "Class Notes" section
3. Notify the School when your contact information changes
4. Notify the School when/if you are no longer able to fulfill your duties as Class Representative

The Class Representative is NOT required to:

1. Share contact information given to you by your classmates, unless authorized to do so
2. Plan reunions, however in many cases, you may be asked to assist communicating news about the planned events

Note:

ONLY Class Representatives, Class Gift Representatives, and Class Reunion Chairs will receive a class contact list from Mid-Pacific Institute, for privacy reasons. Class Representatives, Class Gift Representatives, and Class Reunion Chairs are all required to sign and comply with the Mid-Pacific Institute Alumni Class Representative Privacy Policy Agreement on an annual basis.