HOLTON-ARMS ALUMNAE

Class Secretary

Class Secretaries play a vital role in the Alumnae Volunteer Committee, helping maintain a strong connection between Holton-Arms and your classmates. As a Class Secretary, your main responsibility is to serve as the liaison between the School, ensuring that everyone stays informed about the latest updates.

Your key task is to gather updates from your class for *Doorways*, Holton's community magazine. Twice a year, the Alumnae Office will provide you with contact information for your classmates, including email addresses, so you can reach out and collect news about major life events like moves, job changes, marriages, and babies.

You'll also collaborate with the Alumnae Office to keep everyone's contact information current, ensuring no one misses important updates. If you enjoy staying connected with both Holton-Arms and your classmates, this role is perfect for you!

Responsibilities as a Class Secretary:

- **Lead** by example. Ensure your contact information is up to date with the School.
- **Connect** with your classmates to encourage them to share updates and write submissions for *Doorways'* class notes section
- **Share** updates about the school with your classmates, and share your classmates' updates and stories with the Alumnae Office.

Time Commitment:

1-3 hours twice a year when asked for Class Note submissions.

The role of Class Secretary is an ongoing position. Please contact the Alumnae Office if you wish to step down from this position.

Training and Support:

Office hours and one-on-one sessions with the Alumnae Office are offered. Guidelines for class note submissions will be provided.