THE GOVERNOR'S ACADEMY

CLASS SECRETARY OVERVIEW

Thank you for volunteering your time and talent to the Academy! The Class Secretary is a connector, keeping classmates connected to one another and Governor's. Your role as Class Secretary ensures an informed and engaged alumni body, and we are grateful for your partnership to help keep our community strong and connected.

ADVANCEMENT OFFICE SUPPORT

Dionne Kelly, Administrative Coordinator, Engagement and Annual Giving
978.499.3185. We welcome your suggestions and questions!

CLASS SECRETARY RESPONSIBILITIES

Update Alumni Information

We strive to keep our alumni records accurate, and you can help! Please share phone, email, address, relationship status, employment, studies, etc., with the Alumni Engagement Office to help ensure the accuracy of our records. Alumni may also visit the Alumni page of the Academy's website to update their information directly online.

Class Notes Outreach

The Class Secretary is responsible for receiving, developing, and writing Class Notes for *Governor's, the Archon magazine*. Along with Class Notes, the magazine contains Academy news, features, and notices of upcoming events. Please contact your classmates for news and updates 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, and we also list deadlines on our website. Please refer to the Class Notes Guidelines* detailed below.

Class Announcements and Obituaries

If you receive information regarding a classmate's passing, please share this with the Academy as soon as possible. Likewise, if the Academy is notified of a classmate's passing, we'll share this information with you electronically. Class Secretaries should relay that information to their classes as soon as possible.

You Are a Valuable Resource!

The Governor's Academy website and social media sites are a great way to stay informed of Academy news and fun events. If you or a classmate notice you are not receiving The Lt Governor alumni newsletter, please opt-in to receive important emails from the Academy.

Participate in Alumni & Academy Activities

Class Secretaries are key to inspiring your classmates to stay connected with Governor's. We encourage 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 can also be a valuable source of information about Academy initiatives for classmates. We hope you will embrace the joys of being a connector between classmates and our school!

CLASS NOTES AND GUIDELINES

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

Purpose: *Governor's* magazine is designed 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, Google doc, or 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: Office of Advancement, Attn: Dionne Kelly, 1 Elm Street, Byfield, MA 01922

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 **put them in bold** and include their class year as you are able. 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 at the discretion of the magazine editor.
Please note that the Academy reserves the right to edit notes for content and space.