



Class Chair

Guide

2020-2021

Thank you!

Thank you for volunteering your time to serve as the Class Chair for your class. Class Chair's are vital in keeping classmates connected with one another and to Proctor. Your role as Class Chair will help to ensure an informed and engaged Proctor Alumni Association, and we are grateful for your service to Proctor.

Goal of Class Chair Program

The goal of the Proctor Alumni Association's Class Chair Program is to maintain relationships, build engagement and excitement, encourage participation and create opportunities of be involved with Proctor, ensuring a vibrant and active Alumni Association.

Class Chair Responsibilities

- **Communication:** Communicate Proctor news and programming to classmates with information provided by the Proctor Alumni Association via phone, email, in person, and social media.
- **Reunion Year:** Coordinate with Proctor Alumni Office during a class Reunion year to drive Reunion Weekend attendance. It will be free for you to attend any Reunion as a Class Chair.
- **Alumni Events:** Attend area receptions and events. I.e. Reunion, local Alumni events in your area.
- **Giving:** Encourage participation in The Hornet's Nest. The Hornet's Nest identifies all alumni who have made a financial gift to The Proctor Fund annually or other means through the Development Office.
- **Updating Contact Info:** Receive and exchange updated contact information with Proctor and classmates as new contact info is made aware to you.

The Alumni Office will make available to Class Chairs contact information on their classmates as well as other alumni contact information upon request.

You are encouraged to contact the Alumni Office for any information you may need such as additional details on specific events or activities that may be of interest to you and your classmates. You will be invited to participate in conference calls, schedule permitting.

Proctor Alumni Association Support

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Proctor Alumni Association Council

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Proctor Development Office

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