Position Title: Class Representative (also known as Class Rep)

Primary Staff Contact: Valerie Jones, Executive Director of Alumnae Relations
Primary Alum Board Contact: Chair of the Resource Development Committee during your reunion year

Purpose of Position: The purpose of the Class Rep position is to provide consistent communication between your graduating class and the Institutional Advancement Department at College of Saint Benedict, to inspire greater levels of class participation in Annual Giving, and to maintain the Bennie Sisterhood among classmates.

Responsibilities:
- Represent CSB to your classmates and represent your classmates to CSB.
- Be an ambassador for Saint Ben’s, demonstrating knowledge and use of all tools and resources relevant to your position. Be the face and voice of CSB to your class.
- Intentionally reach out (via phone, e-mail and social media) to all classmates in an effort to engage classmates in participation with CSB.
- Advise CSB IA Staff on class giving strategies.
- Communicate classmates’ information such as milestones and class notes to IA staff for inclusion in the CSB Magazine, Bennie Blast Newsletter, and website. Identify outstanding alums for the monthly Alumna Spotlight.
- Attend, participate, and plan events for classmates or invite classmates to CSB Alumnae events sponsored by other departments.
- Post regularly on your class’ Facebook page (create page if necessary with guidance from IA Staff) to share classmate information and news from campus.
- Advocate for the needs of your class as alums.
- During your reunion year, serve as a Reunion Class Ambassador and fulfill all responsibilities of that position.

Qualifications:
- Must be an alumna of College of Saint Benedict.
- Must have an interest in supporting CSB, its students, and its alumnae.
- Must make a gift each year to the Saint Ben’s Annual Giving program.
- Must be registered and active in BenniesConnect, the CSB online community.
- Must attend all required training and the annual summit for Class Reps.

Time Commitment:
- The term for a Class Rep is 5 years. You may serve more than one term.
- Class Reps are expected to attend and participate in a one-day summit each summer on campus.
- Class Reps agree to commit 8-10 hours per month undertaking the work of this role as described in the following areas:
  - Class Reps will spend 2-4 hours each month attending, planning or participating in events.
  - Class Reps will spend 2-3 hours each month conducting communication with classmates by phone, e-mail or social media outreach.
  - Class Reps will spend 2-3 hours each month sharing results of communication efforts with IA Staff, participating in Class Rep quarterly meetings/conference calls, and completing volunteer contact reports.
• Class Reps are expected to promote, attend, and participate in their class reunion during their 5 year term as a Reunion Class Ambassador (See Reunion Class Ambassador position description for more information about this role.).

Benefits:
• Experience a positive connection to CSB as an engaged alumna.
• Skill development in areas of networking, fund raising, and communication.
• Maintain a close connection to your Bennie Classmates.
• Learn insider information about news, events, and accomplishments of College of Saint Benedict students, faculty, and staff.

Expectations of all Institutional Advancement Volunteers:
• Conduct yourself in accordance with the Benedictine Values that are the foundational behavioral principles for all those connected to CSB.
• Provide financial support to CSB, making CSB a top philanthropic priority in your household.
• Act as a role models for all students and alumnae- contributing time, talent, and treasure for the well-being and success of CSB.
• Act as ambassadors of CSB in your respective communities, promoting CSB as opportunities arise.
• Participate fully in the execution of your volunteer assignment.
• If unable to fulfill your volunteer duties, submit a written resignation to your staff contact and participate in a volunteer exit interview.
• Abide by the Saint Ben’s Confidentiality Agreement for volunteers working with Alums.
• Submit a monthly report of volunteer activities including time spent and mileage driven while conducting volunteer duties. (Form provided by IA staff.)

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): ________________________________

Signature: ________________________________ Date: __________________

Primary Staff Signature: ________________________________ Date: ______________

Staff: Please sign two copies. Give one to the volunteer and retain the second for your files.