A Class Chair helps lead his Class Committee as they: rally participation in the Annual Fund, provide opportunities for classmates to get together, and facilitate two-way communication between classmates and Saint John’s.

**Class Chair Expectations**

**Time Commitment:**
- Two to four hours per month working on events and fund raising
- Two to three classmate calls per month
- Set conference call schedule with Fellows Chair and IA staff
- Set meeting or conference call schedule with full committee, Fellows Chair and IA staff

**Goals:**
- Recruit 10 to 15 classmates that will serve annually as Class Volunteers.
  - Reach out to classmates who currently give and are well connected and ask them to be Class Volunteers.
  - Continue to identify classmates who could serve as Class Volunteers and help in their recruitment.
- Work with your Fellows Chair to:
  - Co-chair a Class Committee consisting of Class Volunteers and Fellows Volunteers
  - Plan and execute one to two class events yearly
  - Update classmate contact information with each contact
  - Set and achieve yearly class fund raising goals through letters, e-mail and personal solicitation
- Attend Quarterly Conference calls with all Class and Fellows Chairs
  - Q1: Mid-August
  - Q2: Mid-November
  - Q3: Mid-February
  - Q4: Mid-May

**Annual Giving Contacts and Resources**

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