

College of Saint Benedict
Office of Alumnae Relations in Institutional Advancement

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

Primary Staff Contact: Lisa Miller, Alumnae Relations Associate; Valerie Jones, Executive Director of Alumnae Relations; Maggie Weber Utsch, Director of Annual Giving; Ellen Newkirk, Annual Giving Associate/Phonathon

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:

- Make a gift and encourage others to join you.
- 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 classmates in an effort to engage classmates in participation with CSB.
- Advise CSB IA Staff on class giving strategies (examples: fundraising letters, fundraising challenges or match funds, number of donors, etc.).
- 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.
- Plan one class event per year.
- Attend, participate, and invite classmates to 2-3 CSB Alumnae events sponsored by other departments.
- Post regularly on social media like your class' Facebook page (create page if necessary with guidance from IA Staff), Twitter, Instagram, etc. to share classmate information and news from campus.
- Advocate for the needs of your class as alumnae.
- During your reunion year, serve as a Reunion Class Ambassador and fulfill all responsibilities of that position.
- As appropriate plan and coordinate class events with your SJU counterparts.
- Submit a monthly report of volunteer activities including time spent and mileage driven while conducting volunteer duties. (Form provided by IA staff.)

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 year.
- 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 12-15 hours per year in meetings and planning summits.
 - Class Reps will spend 10-15 hours per year planning a class event.

- Class Reps will spend 1-2 hours each month conducting communication with classmates by phone, e-mail or social media outreach. (Examples: new job information, congratulations notes, event invitations, etc.)
- Class reps will spend 1-2 hours each month sharing results of communication efforts with IA Staff.
- Class reps will spend 15 minutes each month completing the volunteer time log.
- Spend 6-9 hours per year by attending 2-3 CSB events each year, with each event averaging 3 hours. (Examples: Homecoming weekend, Alumnae Board events, YAC events, Reunion, etc.)
- 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.). Additional time commitment during Reunion year: 5 hours for Leadership Summit, 10-15 hours in reunion task meetings, and 3 days for the Reunion Weekend.

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.

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.