

2024 Class Committee Role Descriptions



Harvard College Fund Marshals

The 2024 Class Committee is supported by the Harvard Alumni Association (HAA) in partnership with the Harvard College Fund (HCF). The priority of this committee is to bring the class together as a whole by modeling and facilitating communication, participation, volunteerism, and philanthropy among classmates. The Class Committee is formed in the senior year and continues in alumni life.

Through this program, Harvard College Fund Marshals have the opportunity to work in the field of Advancement as students, making valuable connections with key institutional leaders, donors and alumni, and receiving hands-on learning opportunities that are valuable resume-builders, enhancing their ability to find jobs post-graduation.

Senior Year Responsibilities

Six members of the senior class are appointed by the Harvard College Fund (HCF) staff to help build a culture of philanthropy and volunteerism amongst their peers by developing and executing a variety of engagement and educational efforts. It should be noted that taking on the responsibility of HCF Marshal is a significant time commitment senior year (average 3+ hours a week in fall semester/average 6+ hours a week in spring semester). You should consider this the most significant extracurricular commitment of your senior year.

- Review all HAA and HCF onboarding materials – be knowledgeable of best practices and all areas of support the HAA and HCF provide.
- Develop a working understanding of the mission and impact of the Harvard College Fund.
- Partner with HCF Staff to conduct research and develop a plan to reimagine the way the HCF engages with current students.
- Create programming and digital/print materials aimed at educating all members of the broader undergraduate community about the importance of philanthropy and the impact of the HCF on the student experience in addition to collaborating with Class Committee leaders to develop and execute strategic initiatives specifically for fellow members of the senior class.
- Work with all Marshals to appoint Class Secretary, Class Treasurer, Media Team Members, and House Representatives
- Attend one weekly meeting:
 - (Fall and Spring) Attend weekly planning meetings in person and over Zoom with HCF staff
- Attend additional meetings and trainings as necessary.
 - Participate in quarterly meetings with the HAA Student Alumni Engagement Committee to consult with on ideas for further student education.
 - Attend Executive Committee meetings (6-7 throughout the year).

Additional Qualifications and Skills:

- Innovative thinking
- Organized
- Detail oriented
- Strong communication skills (writing and in-person)

2024 Class Committee Role Descriptions



- Adaptability
- Ability to collaborate with peers, HCF Staff, and Harvard leaders

Alumni Life Responsibilities

- Remain a Harvard College Fund volunteer on the Recent Graduate Leadership Committee (RGLC) and continue to solicit classmates to participate in philanthropic and volunteer opportunities.
- Work closely with the members of the Class Committee and activities chairs to plan, facilitate, and communicate about class and alumni activities regionally, on campus, and online.
- Continue to attend Class Committee meetings when convened by the First and Second Marshal.
- Maintain contact with HCF and HAA regarding matters of University and class interest.
- Nominate and recruit alumni volunteers, in consultation with other Class Committee members and HAA and HCF staff.
- Work with the First and Second Marshal and the HAA on a transition and succession plan if you are planning to step down.

Class Committee Roles

First and Second Marshal (2)
Program Marshals (6) Harvard College Fund Marshals (6)
Officers: Secretary (1) Treasurer (1) Media Team (4)
House Representatives (13)

House Team Members will be recruited in the spring (this is a senior year-only role)