

Option To Expand The Role Of Class Secretary

I. Objectives

- Expanding the traditional role of class secretary can make for a more effective secretary and a more well-rounded class officer, enhancing his/her ability to serve as a major source for class spirit and cohesion.
- Getting involved beyond the traditional role as class secretary will make the traditional role easier to fulfill since a) he/she will meet and work with more classmates and b) he/she will learn more about what is happening at the College today and what is planned for tomorrow.

II. Traditional Class Secretary - Primary Role

- Prepare and submit 6 *Class Notes* articles per year for DAM.
- Work with class newsletter editors and class webmaster to share class news and classmate information.
- Record and publish minutes for all class officer/class executive committee/ class meetings.
- Prepare and submit classmate obits for publication on the DAM website and, if one exists, your class obit website, unless a separate class necrologist (a/k/a class memorialist, class biographer, class historian) has been elected or selected to perform these functions.
- Promote upcoming class events and activities (eg. reunions, mini-reunions, class projects, etc.) and update classmates on their progress,
- Be a point person for keeping classmates involved with the class, the College and with other classmates.
- Be a cheerleader for your class.

III. Adding to the Traditional Position of Class Secretary - Secondary Role

- Become the informational and rallying point for individual classmate life-crisis situations.
- Become active in other important class activities (eg. DCF participation, reunions, mini-reunions, class projects, etc.).
- Become a point person, where necessary, for keeping the class separated from the College when some classmates disenfranchised from the College need such differentiation so as not to also become disenfranchised from the class.
- Become a point person for helping to bring disenfranchised classmates and/or widows/widowers back into the fold with the class and/or with the College.
- Participate in other “D” organizations beyond the class (eg. Alumni Council, regional or special orientation alumni clubs, etc.).
- Become one of a few focal points for your class hoping to achieve special recognition at Class Officers Weekend.

IV. Summary

- Be conscientious about fulfilling the traditional role of class secretary - a necessity; that is why each of you were elected/selected.
- Expand the position of class secretary to fulfill a greater class role - optional, but can be effective to improve the traditional secretarial role and can be personally rewarding and important for the long-term viability of your class.

Respectfully submitted,

Class Secretaries Association

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