Dartmouth College Senior Executive Committee 101

Description
The Senior Executive Committee (SEC) is a body of 20 members of your class who will manage your class beginning in your senior spring. Upon graduation, members of the SEC take on officer roles and will serve as class officers for the alumni class until your fifth (5th) year reunion.

Mission
The SEC works to develop programs and communications that unify the class and strengthen the connections between classmates and the College.

Election Process
**Applications Due:** Tuesday, March 29, 2016 at 2 p.m.
**Candidates Announced:** Tuesday, March 29, 2016 at 5 p.m.
**Voting:** Tuesday, March 29 to Thursday, March 31, 2016 at Noon
**Notification:** Top 12 vote-getters to be notified by 2 p.m. on Thursday, March 31, 2016 of appointment to SEC.
**Meeting:** The 12 person committee to meet Friday, April 1 at 3 p.m. to select the final 8 members.
**Notification:** Full SEC to be announced on Monday, April 4, 2016.

SEC Responsibilities
The Senior Executive Committee will meet weekly (approximately 1 to 2 hours) with a member of the Alumni Relations staff to accomplish the following during their senior spring term.
- Write the class constitution
- Establish class 501(c)(3) nonprofit
- Elect class officers
- Plan senior week activities
- Establish class treasury

After graduation, members of the SEC become class officers. Class officers hold virtual monthly meetings (approximately 2 to 3 hours) with responsibility for the following.
- Organize class events and mini-reunions
- Produce class newsletters
- Create and maintain class website and social presences
- Act as governing body and primary liaison between classmates and the College
- Solicit class dues to support class programming and reunions
- Solicit donations to the Dartmouth College Fund
- Welcome classmates back to Hanover at your five (5) year reunion

Class Officer Roles
**President:** Elected by the SEC to hold a five (5) year term.
- Address class during Class Day and Daniel Webster Dinners
- Executive officer of the alumni class
- Establish class goals with the SEC and evaluates annual performance
- Coordinates the completion of the annual Class Activities report
- Leads executive committee meetings – in person or conference call – at least two (2) times per year
- Communicates with class two (2) times per year regarding class activities and initiatives
- Typically has the power to appoint class officers to roles such as Alumni Councilor, reunion chair, etc.
- Invited to return to Hanover for Class Officers Weekend each fall

**Vice-President:** Elected by the SEC to hold a five (5) year term.
- Fulfills presidential duties when the president is unable to do so
- Works closely with the president to carry out managerial responsibilities
- May be appointed to oversee class specific programs or initiatives
- Oversees class officers to ensure performance
- Works closely with the president to establish class goals and provides feedback regarding progress
- Invited to return to Hanover for Class Officers Weekend each fall
Secretary: Elected by the SEC to hold a five (5) year term.
- Chief communications officer for class
- Works with class newsletter editors to produce and distribute news
- Works with class webmaster to ensure accurate and up to date website content
- Reports class news, reunions, meetings, obituaries, etc. in a timely manner
- Writes “Class Notes” column for the Dartmouth Alumni Magazine
- May act as class webmaster if this role is not otherwise appointed
- Invited to return to Hanover for Class Officers Weekend each fall

Treasurer: Elected by the SEC to hold a five (5) year term.
- Chief financial officer for the class
- Maintains accurate records of class revenues and expenses
- Pays all external college bills
- Produces annual class financial report and files class taxes
- Oversees funding of all class projects, mini-reunions, and programming
- Develops and executes a plan to achieve maximum dues participation by classmates
- Invited to return to Hanover for Class Officers Weekend each fall

Alumni Councilor: Appointed by the president to hold a three (3) year term.
- Serves as class representative on the Dartmouth Alumni Council
- Solicit class sentiments and ideas
- Shares class opinions with the Dartmouth Alumni Council
- Makes timely reports on Alumni Council proceedings
- Serves on two committees of the Alumni Council as appointed by the Council
- Invited to return to Hanover for Dartmouth Alumni Council meetings twice annually

Newsletter Editor(s): Appointed by the president or elected by the SEC to a five (5) year term.
- Works with class secretary to achieve a balance of published information to classmates
- Writes, produces, and distributes a class newsletter two (2) to four (4) times a year
- Invited to return to Hanover for Class Officers Weekend each fall

Mini-Reunion Chair(s): Appointed by the president or elected by the SEC to a five (5) year term.
- Serves as class “social chair”
- Plays key role in organizing and managing regional class gatherings
- Identifies and oversees regional coordinators in major cities
- Invited to return to Hanover for Class Officers Weekend each fall

Head Agent(s): Appointed by the president or elected by the SEC to a five (5) year term.
- Coordinates the annual solicitation of donations to the Dartmouth College Fund
- Oversees a team of annual fund volunteers
- Reports fundraising goals and outcomes to the class president and vice-president
- Invited to Dartmouth College Fund regional trainings
- Invited to return to Hanover for Class Officers Weekend each fall

Additional Roles: May be appointed by president or elected by SEC as needed.
- Class Webmaster
- Class Social Media Chair
- Class Project Chair
- Class Artist
- Class Bequest Chair
- Class Photographer

Questions?
Interested but want more information? Take a look at these resources for class volunteers.
General Inquiries: Contact Nicole B. Losavio, assistant director of class activities.