Selecting Class Secretary of the Year

Required Criteria

1. Must write six interesting, informative and inclusive Class Notes columns (with strict attention paid to Dartmouth Alumni Magazine (DAM) style guidelines and ideally utilizing full word counts) and submit them to the DAM liaison by each bimonthly deadline.

2. Must have served as class secretary for at least two consecutive years; for the “Out More Than 25 Years” award, preference is given to those with at least three years of service.*

Above and Beyond Attributes (optional but highly noteworthy)

1. Should work with fellow class officers to ensure that a formal process is in place for memorializing deceased classmates, with individual responsibilities (such as writing obituaries for submission to the DAM liaison or for the class website) clearly defined.

2. Should be a leading class communicator, working closely with fellow officers to obtain and disseminate class news and classmate information.

3. Should endeavor to be actively involved in additional class leadership roles, with the primary objective of promoting a greater degree of classmate involvement with the class and the College. The overall body of work as class secretary—including quality and years of service—will be taken into consideration.

4. Should make best efforts to consistently attend and participate in class officer conference calls.

5. Should make best efforts to participate in additional activities when they are presented.

6. Should make best efforts to attend annual Class Officer Weekends.

* The Class Secretaries Association officers may also decide, on occasion, to honor a class secretary with an Outstanding Service Award, recognizing long-term efforts to engage and support his/her class.