

## CLASS OFFICER NOMINATION FORM

It's time again to think about nominating class officers for the next five-year term. Please list your nominations for class officers below. And don't forget to self-nominate if you are interested in a position.

Return this form to: \_\_\_\_\_

### CLASS PRESIDENT



The Class President provides leadership, support and encouragement to the other officers and members of the class. The President also calls and presides at all class and officers' meetings. Following the annual Alumnae/i Leadership Conference (ALC) in the fall, the President and officer team collaborate to write the class letter updating members about the college and class activities. Like all class officers, the President is expected to make an annual gift to the Wheaton Annual Fund. **Time commitment:** approximately 2-3 hours per month; attendance at ALC.

Nominations for President: \_\_\_\_\_

### CLASS PROGRAM CHAIR



The Program Chair's primary responsibility is to serve as Program Chair for the class reunion. During non-reunion years, the Program Chair assists the President and other class officers when needed. Leading up to and during a reunion year, the Program Chair organizes and chairs a reunion committee. Strong organizational and communication skills are needed. Like all class officers, the Program Chair is expected to make an annual gift to the Wheaton Annual Fund. **Time commitment:** 1-2 hours per month (non-reunion years), 5-10 hours per month (reunion year); attendance at ALC.

Nominations for Program Chair: \_\_\_\_\_

### CLASS TREASURER

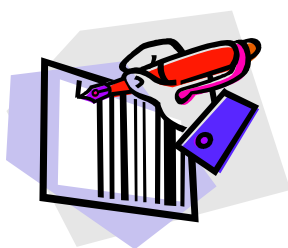


The Treasurer maintains a class bank account and handles payment for special class activities incurred during reunion. The account is funded either through annual class dues or special reunion assessments. During non-reunion years, the

Treasurer coordinates the collection of class dues. Like all class officers, the Treasurer is expected to make an annual gift to the Wheaton Annual Fund. **Time commitment:** approximately 1-2 hours per month (non-reunion years), 2-3 hours per month (reunion year); attendance at ALC.

Nominations for Treasurer: \_\_\_\_\_

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### CLASS NOTES CORRESPONDENT

The Class Notes Correspondent is the main correspondent between the class officers, the college, and class members. S/he writes the Class Notes for the *Wheaton Quarterly*, passes on class member address changes to the college, and takes minutes at class meetings. A sense of humor and good writing skills are helpful. Like all class officers, the Class Notes Correspondent is expected to make an annual gift to the Wheaton Annual Fund. **Time commitment:** approximately 2-4 hours per quarter; attendance at ALC.

Nominations for Secretary: \_\_\_\_\_

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### CLASS GIFT CHAIR (Note: The Gift Chair must be selected in consultation with the Annual Giving office staff)

The Class Gift Chair helps Wheaton seek Annual Fund contributions from class members. Class dollar and participation goals (set by the college in consultation with the class fund agent) are sought primarily through letter writing, e-mails and phone calls. The Annual Fund benefits on a yearly basis from these efforts. In a reunion year, the Gift Chair, with much support from Annual Fund staff, helps lead the class to new levels of giving. (Various dollar and participation awards are given to successful reunion classes.) It is essential that the Class Gift Chair make an annual gift to the Wheaton Annual Fund. **Time commitment:** approximately 5-7 hours per month; attendance at ALC.

Nominations for Class Gift Chair: \_\_\_\_\_

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## CLASS WEB MASTER

The Class Web master is responsible for updating and maintaining the class Web pages on Wheaton's alumnae/i Web site. The Web master creates content and procures photographs and letters to share on the class Web pages. This volunteer does not need to be a technological whiz. Anyone with average computer skills and a familiarity with the Internet can easily manage the class pages. Training and ongoing support will be provided by a member of the Alumnae/i Relations and Annual Giving staff. Like all class officers, the Web master is expected to make an annual gift to the Wheaton Annual Fund. ***Time commitment:*** approximately 2 hours per month; attendance at ALC recommended.

Nominations for Web master: \_\_\_\_\_

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