

# Yale University



## YALE COLLEGE CLASSES

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## ASSOCIATION OF YALE ALUMNI

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**Date:** September 29, 2007  
**To:** Class Officers of 2007 Reunion Classes  
**CC:** Reunion Chairs for 2007  
**From:** Jenny Chavira, Janet Cappiello, Debby Jagielow, Karen Jahn, and Jennifer Julier  
**Subject:** **Your role as a Class Officer during reunion planning**

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Best wishes from New Haven, where your classes will gather in approximately eight months for Yale College Reunions! Earlier this month, your reunion chairs gathered here for a Reunion Planning Workshop. The workshop allowed us to review much of the planning process and answer many questions, and we are now working with them to plan the specifics of your reunion.

With four (or more) years of experience in your role as a class secretary or treasurer, you are likely very comfortable in that role. Several of you also have reunion-planning experience and are familiar with much of what your reunion chairs are about to undertake. The reunion year does add some additional responsibilities and areas of oversight for you as an officer. And, as your reunion chairs learned at the workshop, we have made some improvements and changes to our planning process since your last reunion. This memo will outline those specific areas of reunion responsibility for you and your fellow officers, several of which you may have completed already.

### 1) Appointment of a Reunion Chair (or Chairs)

Congratulations! Having appointed your reunion chair (or chairs), you have completed your single most important task in reunion planning. From here on in, your main responsibilities will be oversight of reunion plans and support of your reunion chair(s) when needed.

### 2) Publicize pre-reunion and reunion activities in your YAM Class Notes to help build attendance

It is generally agreed that **everyone** reads class notes in the *Yale Alumni Magazine*. Allotting the *first* paragraph of each month's column to reunion news will help keep the reunion in the forefront of your classmates' minds, and will help boost attendance efforts. You may wish to ask your reunion chair(s) to write this update. We have shared with them the YAM deadlines for your class notes submissions, but they may need reminders as a deadline approaches.

### 3) Oversight of class elections through solicitation of nominations, preparation of ballot and announcement of results on reunion weekend

Class officers serve a five-year term, commencing July 1 of the summer following a five-year reunion. This means that an election (or appointment, depending on your class's past practice) should be held in conjunction with your reunion in 2007. The elections process starts early, with the solicitation of nominations for officers in the late Fall/early Winter. Once nominations are received, the current officers or AYA staff contact the candidates to confirm their willingness to run. The AYA will prepare a ballot, with both paper and web-based options. Your AYA liaison will be in touch this Fall with a sample nominations letter and election time line. (Although many officers appreciate a break from class responsibilities, and wish to encourage the involvement of other class volunteers, you do have the option of running for re-election.)

### 4) Oversight of class treasury expenditures, specifically reunion subsidy and allocation of funds for financial aid for individual classmates

Your AYA liaison will work closely with your reunion chair(s) to develop a budget for the weekend, with projected income covering projected expenses. The reunion budget (and account at Yale) is *separate* from your class treasury, with the goal that the reunion be a break-even event. If the class reunion runs a deficit, the class treasury will cover this. Similarly, surpluses are transferred to the treasury once all financial transactions are settled; but we do not plan reunions as a money-making endeavor for your class.

Many classes plan *in advance* to cover the cost of certain aspects of the reunion with class treasury funds in order to reduce the registration fees for your classmates or to enhance the reunion program. Most classes also allocate funds in the reunion budget to offer financial assistance to classmates who otherwise might not be able to attend the reunion. As we refine our budget planning in November and December, both secretaries and treasurers should be in conversation with their reunion chair(s) and AYA liaison. **Any Class Treasury subsidy must be approved by the class officers. If you choose to subsidize the reunion on a per person basis, please keep in mind that the final dollar amount can vary significantly depending on your final attendance.**

### 5) Input and feedback for reunion chair(s) for reunion planning

The AYA is working closely with your reunion chair(s) to organize a reunion weekend that will appeal to a wide variety of your classmates. We strongly recommend that chairs include many voices in the planning process, including dividing up responsibilities for different areas of the reunion, and organizing classmate-to-classmate contact to encourage attendance. Your experience and connections as a class officer can help make this happen, and we encourage continued conversations throughout the year with both your reunion chair(s) and your AYA liaison.

We look forward to a productive and enjoyable year ahead planning for your reunion next spring. As always, please feel free to contact us with questions or concerns about your reunion or class programming. We will do our best to help make your class's reunion one of your most memorable and enjoyable Yale experiences.

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