TO: Class of XXXX
FR: YOUR NAME HERE
   Class Secretary
DA: December 2006
RE: Class of XXXX Call for Nominations

Every five years, at the time of reunions, Yale College Classes elect new Class officers. Our
class is conducting nominations and elections by mail and email in advance of the reunion so that
all classmates may participate in the election process whether or not they are able to attend the
reunion.

With this mailing, the Class is soliciting nominations for the positions of Class Secretary
and Class Treasurer. The duties of the officers include:

Secretary & Treasurer together:
• primary responsibility for all class activities and communications;
• serving as liaisons between the class and the University;
• organization of a Class Council and/or executive committee;
• planning class events between reunions;
• attending Fall AYA assembly in New Haven on the weekend of the last home football game in
  November (v. Harvard or Princeton);

Secretary primary responsibility:
• appointing reunion chairs and assisting chairs in planning reunion;
• writing Class notes six times a year for the Yale Alumni Magazine or appointing a
  corresponding secretary;

Treasurer primary responsibility:
• management of the class treasury;
• soliciting annual dues from classmates (usually 2 solicitation letters per year) and thanking
classmates for dues contributions by way of monthly postcards;
• approving class financial transactions, including volunteer reimbursements (both class officers
  for larger amounts).

Self-nominations are welcome, as are nominations of classmates you would like to see fill these
positions. If you are nominating a classmate, please make an effort to confirm with them that
they are willing to run before returning the nomination form. Any nominations for co-officers
should be made jointly. If you have any questions about the role of a class officer, please feel
free to be in contact with me (EMAIL, PHONE) or INSERT AYA NAME HERE at the AYA (EMAIL, PHONE).

Candidates will be asked to submit a maximum 150-word statement of candidacy for the ballot. The election ballot with confirmed candidates will be sent to all classmates via email or mail in the spring, prior to reunion. The results will be announced at our Class Dinner on Saturday evening of reunion weekend in New Haven.

In order to complete the election process in a timely fashion, we ask that you submit nominations no later than January 19. You may return this form in the enclosed envelope or contact INSERT NAME HERE at AYA by fax (203-432-0587) or email INSERT EMAIL HERE.

P.S. We hope to see you at our reunion this spring. Weekend information and a list of those planning to attend can be found at: www.aya.yale.edu/reunions.
Class of XXXX Officers Nomination

**Nominee for Class Secretary**
Name: ____________________________________________
Address: __________________________________________
Phone: ____________________________________________
Email: ____________________________________________
I have confirmed that this person is willing to run: ___ yes ___ no

**Nominee for Class Treasurer**
Name: ____________________________________________
Address: __________________________________________
Phone: ____________________________________________
Email: ____________________________________________
I have confirmed that this person is willing to run: ___ yes ___ no

You may nominate additional people on the back of this form or by attaching an additional page.

Your Name *(please print)*: ____________________________________________
Your Signature: ____________________________________________
Your Daytime Phone: ____________________________________________
Your Email: ____________________________________________

Please return this form by phone, fax or email before January 19, 2007.
Fax: 203/432-0587  Email: INSERT EMAIL HERE