



CLASS REPRESENTATIVES

JOB DESCRIPTION

An Episcopal School of Jacksonville Alumni Class Representative serves as a liaison between the School and his/her class. The primary responsibility of the Alumni Class Representative is to contribute their time, thought and energy to the lasting connection between their classmates and Episcopal.

CLASS REPRESENTATIVE RESPONSIBILITIES

- Acquire updated contact information from classmates and share updates with the Alumni Office.
- Assist in locating “lost” classmates and securing their contact information.
- Invite and encourage classmates to attend events: Homecoming, Reunion Weekend, and various alumni networking and sporting events.
- Personally support The Episcopal Fund each fiscal year.
- Enlist support of The Episcopal Fund by asking for gifts and thanking classmates throughout the year.
- When appropriate, relay “Class Notes” and photos to the Alumni Office (e.g., changes in employment, marriages, births, deaths, travel, relocation).
- Serve on the Reunion Weekend Committee during your class reunion years.
- Serve in the role of Class Representative until your next reunion.

ALUMNI OFFICE WILL SUPPORT YOU BY:

- Providing an annually updated roster of classmates with contact information.
- Providing administrative support services for writing, proofing, typing, printing and mailing Class Representative letters and related materials.
- Providing orientation materials and updates on which classmates have made a gift to The Episcopal Fund.

CALENDAR

As needed	Convey Episcopal news and alumni event information to classmates Receive Episcopal Fund updates from the Advancement Office Forward contact information updates and Class Notes to the Advancement Office
August	Alumni Board Retreat
September	Contact classmates re: Reunion Weekend, Save the Date
October	Homecoming, Alumni fall solicitation
April	Reunion Weekend (always the last weekend in April), Alumni spring solicitation