

HALIFAX GRAMMAR SCHOOL
CLASS REPRESENTATIVE
Position Description

Volunteer Commitment

About 5 to 10 hours per year, plus additional hours during reunion years. Job sharing with your Class Rep. team will significantly reduce the volunteer hours required for accomplishment of these tasks.

3-4 hours: Research (ex. telephoning or emailing classmates for news, finding lost alumni)

1-3 hours: Personalizing annual fund class mailing in November if requested

1-3 hours: Occasionally supporting the work of the Alumni Association by calling classmates to promote events, eliciting help or gifts, assisting with the annual Christmas Reception, sports games, HGS Golf Classic, or other events.

1. The *Grammar News* magazine

- Collecting information about the activities of your classmates.
- Collaborating with your team to write and submit a timely Class News article for the *Grammar News* when requested

2. Alumni E-Mail Directory/Database

- Encouraging classmates to register online, complete the biographical form and keep it updated, and write their personal news in the Class Notes section for other classmates to view and for print in the *Grammar News*.
- Using the broadcast feature of the Directory to communicate with classmates
- Reviewing the Class List annually and making efforts to find lost alumni.
- Informing the Development Office of any class changes for the database.

3. Fundraising

- Upon request, being open to offering advice or assistance with the solicitation of gifts to support the school's endowment, reunion, and annual fundraising goals.
- Circumstances permitting, leading by example and making a personal donation to Annual Giving each year.

4. Reunions/Class Reunion Gift

- Organizing or establishing a reunion committee a year in advance of scheduled reunion to plan a class event and help develop a class gift strategy.

5. Term of Office

- Class Representatives are asked to serve a minimum of 5 years (one reunion cycle) in order to achieve continuity, but multiple terms may be served. If a Class Representative would like to step down at the end of the Reunion Year (natural year for a changeover), he or she is asked to assist in identifying and recruiting his or her successor.
- Class Reps must inform the Development Office in the event of personal circumstances preventing the fulfillment of the Class Rep Duties.

6. Miscellaneous

- Communicating the concerns of your classmates to the Development Office and making suggestions or comments on their behalf.
- In your leadership role, being a strong supporter of HGS, speaking positively about the school whenever possible, and offering criticism constructively to the appropriate individuals empowered to make change.
- Supporting HGS events whenever possible and encouraging classmates to do the same.
- Responding to requests from the Development Office to identify potential volunteers to support the ongoing work of the Alumni Association.

Alumni Association Class Representatives

2009 Brett Cameron, Niall MacGillivray
2008 Matthew Boswick, Kyle Hartlen, Lucy Soudek, Erin Wilson
2007 Jonathan Himmelman,
2006 Priya Chowdhury
2005 Lauren Jain, Eric Goldberg, Pat Farrar
2004 Liz Johnston, John McKenna
2003 Kent Plummer, Stephanie Van Zanten, Harry Xu
2002 Jacob Chard, Lisa Goldberg
2001 Adam Conter, Alex Kitz
2000 Lizzie Dodds
1999
1998 Dan Roscoe, Amy Schwartz
1997
1996 Georgina Mastrapas
1995
1996
1994
1993 Wendy Carter, Bessy Nikolaou
1992 Annis Downey, Jennifer Silverman
1991 Julia Carroll, Paul Baskett
1990 Chris Stairs
1989
1988
1987
1986 Roger Baskett
1985
1984
1983 Peter Nicholson
1982 Iain MacLeod
1981
1980
1979
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1977
1976
1975
1974
1973 Rob Grant, Chris von Maltzahn
1972
1971
1970
1958 to 1969 Paul Batson