Class Community Liaison (Formerly Class Secretary) Overview

Class Community Liaisons (formerly Class Secretary) serve as an important link to the nearly 30,000 alumni of Northfield Mount Hermon. They play a role as a connector with and among classmates and the school. Volunteers achieve this through regular outreach. As technology changes, so does the way we stay informed about friends and classmates, and build a community among fellow alumni. Below are some ideas for ways volunteers serving in this capacity can build engagement among classmates. It’s not an exhaustive list, but a set of ideas for how to use this role to stay in touch and build community among alumni.

Class Notes
In the past, secretaries sent a class email twice a year, sharing news from campus and classmates and asking for submissions for the Class Notes column in *NMH Magazine*.

Now that [Class Notes have moved online](#), notes can be submitted and viewed at any time. Class Community Liaisons may decide to use twice-yearly emails to either ask classmates to submit notes themselves, using the online form, or to gather news from classmates and then submit a class-based entry. They could also take submissions from the online Class Notes and compile them into a class newsletter of sorts to share among classmates.

Online Communities
The Class Community Liaisons may serve as a social media manager, encouraging classmates to join a class Facebook page and to connect via other social media methods. These platforms are a great way to build connections, share memories, and find classmates who have not been engaged. These are also venues in which stories of social gatherings among alumni are shared, which can also be a great source for Class Notes.

Reunion Committee
Class Community Liaisons are invited to serve on the Reunion Committee, which includes the class reunion chair, gift chair, and reunion committee members. The committee works together to excite and encourage classmates to attend reunion. Class secretaries are key partners in helping to draft an outreach plan to build excitement about an upcoming reunion. They play an important role in making your reunion a success.

Sending an Email Message to Your Class
Eblasts through the school are a great tool for engagement and for work with gift and reunion
committees to get their messaging out. As a class secretary, you are among the select NMH volunteers who have the ability to send email messages to your class directly by using the Class Email Request form.

**Finding Alumni Contact Information**
The new Alumni Networking Directory is an excellent tool for finding and reaching out to classmates and other alumni. This searchable database allows users to find alumni by class year, sports and activities, geographic location, professional pathways and much more. The system also enables alumni to message one another, creating a great way to directly connect.