

THE GOVERNOR'S  
ACADEMY



# Class Secretary Handbook 2016-2017

August 2016

## ***Thank you!***

Thank you for volunteering your time to serve as the Class Secretary for your class. The Class Secretary is a connector, keeping classmates connected to one another and to the Academy. The Class Secretary is also responsible for receiving, developing, and writing Class Notes for the Alumni magazine, *The Archon*, which is mailed around the world to more than seven-thousand constituents. Along with Class Notes, this publication contains Academy news, features, and notices of upcoming events. The fall issue of *The Archon* also contains the Annual Report. Your role as Class Secretary ensures an informed and engaged Alumni Association, and we are grateful for your service to the Academy.

### ***What Do Class Secretaries Actually Do?***

- Collect and submit Class Notes for *The Archon*.
- Receive and exchange updated contact information with the Academy and classmates.
- Maintain a working relationship with Class Agents throughout the year.
- Attend area receptions and campus events.
- Coordinate with Alumni Relations during a class Reunion year.
- Communicate Academy news and programming to classmates.

### ***Alumni Office Support***

**Class Notes Submission:** [classnotes@govsacademy.org](mailto:classnotes@govsacademy.org)

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## **Class Secretary Responsibilities**

### ***Class Notes Outreach***

Effective letter-writing throughout the year is essential for gathering news for Class Notes. A “call for news” from your classmates should be made twice a year via e-mail, letters, social media (Facebook) or any other means of communication you choose. Please reference “*Class Secretary: A Year in Review*” for a suggested timeline on when those letters should go out.

### ***Updated Alumni Contact Information***

Throughout the year, you will receive updated contact information from your classmates. This may include a change in: phone number, address, e-mail address, relationship status, employment, studies, family news, etc. Any information you receive should be shared with the Alumni Office at the Academy to ensure accurate records and contact information.

The Alumni Office maintains computer data records for the entire constituency. Please contact the office if you need information and updates to fulfill any duties related to your role as Class Secretary. Alumni may visit the Alumni page of the Academy’s website to update their information online.

### ***Classmate Notifications***

If you are contacted with information regarding a classmate’s passing, it is important to share this with the Academy. Likewise, if the Academy is notified of a passing, this information will be sent to you electronically. It is the Secretary’s responsibility to relay that information to her/his class. In the event that there is no Class Secretary, the Alumni Office at the Academy will send an e-mail notification to email addresses on file for that class.

### ***Act As a Resource***

As a Class Secretary, you are the link between the alumni community and the Academy. You should be familiar with The Governor’s Academy website and social media pages. These online resources are the best way to relay information about upcoming events and news at the Academy. Feel free to contact the Alumni Office for additional details on specific events or activities that may be of interest to you and your classmates.

### ***Participation in School Activities***

Since you serve a public relations role for the Academy, it is important for you to participate in activities such as Reunion, regional receptions and dinners, and special events both on and off campus. Secretaries should be aware of the school’s current operations (admissions, faculty, finances and college placement) and be mindful of its needs so that s/he may act as a resource.

## **A Guide to Class Notes Submission**

The following information is intended as a guide for Class Secretaries in their preparation of material for the Class Notes section of *The Archon*.

### **Purpose**

Please remember that the purpose of *The Archon* is to unite the greater Academy community by sharing life celebrations and accomplishments, family news, travel, and other Alumni updates.

### **Submission**

Class Notes should be submitted by the given deadline to the Academy via e-mail to ***classnotes@govsacademy.org*** in a Word document or in the body of an e-mail. If typing and e-mailing the Notes is not an option, please submit legible, handwritten Notes to the Academy.

### **Format**

Please feel free to compile notes from your class in a way that is meaningful to you! There is no one, specific format. For instance, some prefer to write them in the third person: "***Jane Smith '90*** is living in Houston, TX, with her husband, Michael, and two daughters, Grace and Sydney. She recently went to a Red Sox game with classmate ***Mary Jones '90***, and they are both excited for Reunion this year!"

You may also combine notes as you receive them from the contributor. For instance: ***John Adams '76*** writes: "This summer, I have been traveling with my wife, Cindy, to many National Parks, including Zion, Yellowstone, and Glacier National Park. We welcomed our first grandson this past fall and are excited to celebrate this new addition to the family!"

Combining all of the Notes into a story line is also a great idea.

While everyone enjoys seeing his or her name in print, it isn't necessary to include every classmate's name in every Class Notes column. If you don't have any news about a classmate, don't feel obliged to include an "empty" report such as: "I saw ***Lynn Smith '77*** recently and she says she sees a lot of ***Mary Jones '76*** and ***John Adams '76***."

### **Names in Print**

Please **bold** the referenced classmate's name. If you (or the submitter) are referencing alumni from another class year, please also **bold** and include their class year, if you know it. If you are unsure, please contact the Academy to retrieve this information. Please type in 12 pt., Times New Roman.

### **Photo Requirements**

We love photos in *The Archon*! If you receive recent photographs of classmates with their family and friends, please send them along. **Photos should be sent electronically in .jpg format via e-mail to *classnotes@govsacademy.org***. If the photo is of a group of alumni, please include the names of all those photographed and the location of the photo, if appropriate. ***Photos will be included in The Archon at the discretion of The Archon staff.***

## **Class Secretary: A Year in Review**

Please use this timeline as a rough guide for when to contact your classmates.

### **Early October**

Correspond with classmates, encouraging them to submit Notes with a deadline that works best for you. We suggest setting a deadline 2 weeks before the Academy's deadline to allow you to receive Notes and then make any edits before submitting to the Academy.

### **Late October**

Send follow-up letter requesting Class Notes with a reminder of the deadline.

### **Early November**

Compile all Class Notes and prep to submit to the Academy. For Reunion years: your Class Notes should begin with a message from you encouraging your classmates to attend Reunion. **Final Class Notes are due to the Academy by given deadline.**

### **Mid November**

Submit Class Notes to the Academy.

Thank classmates for contributing to the Notes and encourage them to keep an eye out for the next *Archon*. **For Reunion years:** contact classmates with Save the Date information for Reunion Weekend.

### **December/January**

*The Archon* Fall/Winter issue goes out with the Annual Report included.

### **Late February/Early March**

Send first letter to encourage submission of Notes with a deadline that works for you. We suggest setting a deadline 2 weeks before the Academy's deadline to allow you to receive Notes and then make any edits before submitting to the Academy.

### **Mid-March**

Send follow-up letter requesting Class Notes with a reminder of the mid-February deadline.

### **April**

Compile all Class Notes and prep to submit to the Academy. For Reunion years: your Class Notes should begin with a message from you encouraging your classmates to attend Reunion. **Final Class Notes are due to the Academy by given deadline.**

Thank classmates for contributing to the Notes and encourage them to check the mail for the next *Archon*. **For Reunion years:** send Reunion schedule and registration information to classmates. Note: additional communications will be mailed or e-mailed throughout the year.

### **June/July**

*The Archon* Spring issue is in the mail!

## *Class Reunions*

### *Year of a Class Reunion*

The Class Secretary plays an important role in the success of our Reunion Weekend. The Secretary is often one of the first to contact her/his class about a Reunion, connecting with classmates a year or so in advance. You are a major resource sharing information about dates, tentative schedules, registration, and other Reunion related activities.

Another aspect is to assist the Alumni Office in identifying potential candidates to participate as Ambassadors or Reunion Committee members. The ability to identify these folks early will help delegate the various components to enthusiastic classmates. It is helpful to have a diverse group helping with Reunions. Encourage classmates near and far from the Academy who, in their own ways, can represent different constituencies in your class.

**Reunions do require some organization and planning, but they are *fun!***

## **2016-17 Office of Advancement Contact Information**

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\***Primary staff contact for Class Secretaries**