# Class Officer Role Definition Worksheet

Please fill in the blanks for your class with the names of officers who will be responsible for the listed task.

<table>
<thead>
<tr>
<th>Class: __________</th>
<th>Membership Cycle: (circle one) Spring or Fall</th>
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Affinity networking: ____________________________

Attend Regional Phonathons: ______________________

Find lost classmates: ____________________________

Maintain web page content: _______________________

Maintain class email list: ________________________

Organize nominations process: ____________________

Organize class officer history: ____________________

Plan regional events: ____________________________

Review class constitution: ________________________

Submit ads for *Cornell Alumni Magazine*: ________________

Write membership letters: _________________________

Write off-cycle newsletters: _______________________

Write class donor thank you notes: ________________

Write class condolences: _________________________

Other (please specify): ___________________________