Head Class Agent
Volunteer Position Description

Become a part of a community of alumnae committed to sustaining Mount Holyoke’s mission!

Why Volunteer as a Head Class Agent?

Head Class Agents (HCAs) are a vital part of class leadership, responsible for sharing the message about the importance of annual giving to MHC through The Mount Holyoke Fund. Working with a designated Mount Holyoke Fund officer and team of Class Agents, HCAs coordinate the class-based giving efforts that raise a cumulative total of $8-10M per year for Mount Holyoke!

Stay connected to the Mount Holyoke community:

- Receive the most current information about College priorities and initiatives
- Connect with your classmates and other MHC alumnae

Gain valuable skills and experience:

- Gain fundraising experience and training
- Attend volunteer events and network with other alumnae

Make a meaningful and immediate impact on Mount Holyoke’s mission:

- See your ideas and efforts directly impact your class's fundraising success and the success of the College
- Help classmates see how their annual gifts have an immediate and positive effect on the MHC experience for our students

Job Description

Make a gift—lead by example:

- Make your gift or pledge early in the fall, so you can say “join me in giving”
- Encourage Class Agents to make their gifts in the fall

Stay in touch with MHC:

- Check your email regularly
- Stay informed—follow MHC on Social Media
- Collaborate with assigned Mount Holyoke Fund officer to develop a strategic plan during your five-year reunion cycle, and check in during key times throughout the year

Manage volunteers:

- Communicate with a core group of volunteers to motivate, share progress, and pass along updates from The Mount Holyoke Fund and the College
- Work with class agents to determine assignments (specific classmates to contact or specific role i.e. thank you note writer) and ensure they understand their role
- Help recruit new class agents as necessary
- At the end of each fiscal year (and other times as needed), thank all Class Agents for their volunteer service and invite their continued participation

Connect your classmates back to MHC:

- Share news from MHC—call, write, or email; share news via class and personal social media pages
- Collaborate with your class board to make sure that fundraising efforts gain traction and are supported by the class as a whole
- Get to know what is happening in their lives, how they feel about changes at MHC, who they stay in touch with
- Explain the importance/impact of giving to The Mount Holyoke Fund and encourage them to give

Thank classmates for giving:

- Call or write to thank classmates once they make a gift
Frequently Asked Questions

Do I need special skills?
*You don't need special* skills to be an effective Head Class Agent. Each class has an assigned Mount Holyoke Fund officer to provide support, information, and encouragement! If you are organized, willing to speak to classmates, share news over Facebook, Twitter, email, or old-fashioned U.S. postal mail, and are not afraid to tell classmates why their financial support matters to Mount Holyoke, *you are exactly the kind of HCA your class needs.*

How much time will I spend on Class Agent work?
Our fiscal year starts July 1. At peak fundraising times (generally October, December, February, March, and May) you **may spend an hour or less per week** on organizational tasks and contacting classmates. In August, you will begin working with a Mount Holyoke Fund Officer to plan assignments, set goals, and create a specific strategy in a reunion year. Periodic check-ins with class agents and review of class fundraising progress should take only **a few hours a month.** Many Head Class Agents also plan a few additional meetings with their Mount Holyoke Fund Officer and Class Agents to strategize about specific appeals.

How long am I committed to this position?
Head Class Agents or Co-Head Class Agents (HCAs) are **elected by classmates at reunion**, and **serve 5-year terms**. HCAs can be, and often are, re-elected to serve multiple terms.

Resources

**Mount Holyoke Fund Officer**
All Head Class Agents are assigned a Mount Holyoke Fund officer, who will work closely with them to craft a strategy for the current fiscal year as well as a longer-term strategy leading into their next Reunion. The MHF officer is available to answer any questions, and will guidance and support.

**Mount Holyoke Fund Volunteer Hub**
Through the Mount Holyoke Fund Volunteer Hub, Head Class Agents are able to check on their classes’ progress towards annual fundraising goals, compare their class totals to other classes, and review individual classmate’s giving histories. Through the hub, volunteers can personalize their progress reports to include only the information they want, and reports can be downloaded for more detailed sorting and filtering.

**Mount Holyoke Fund Volunteer Resource Page**
The Mount Holyoke Fund Volunteer Resource page provides volunteers with a wealth of resources, including volunteer position descriptions, informational resources for planning outreach, and sample texts. The resource page also includes infographics and reports to help convey the value of giving back to Mount Holyoke.

**Monthly Update Emails**
Each month, the Mount Holyoke Fund staff send emails to all volunteers with an update on the overall progress towards fundraising goals, news from the College, and helpful information and tips for upcoming campaigns or outreach opportunities.

**MHFund Volunteer Facebook Group**
The MHFund Volunteer Facebook Group is a closed group that offers volunteers a chance to receive recent updates, share news, or ask questions of other volunteers. It is also a way for Mount Holyoke Fund staff to share more frequent updates, especially during condensed challenges like FebruMary.