

The Alumnae Delegate

Roles and Responsibilities

Introduction:

An alumnae class delegate provides a valuable link between the College and her classmates. Frequently more than one member of a class may act as a delegate, thereby sharing the responsibility of representation, information gathering, and communication.

Representation:

Twice a year the Alumnae Association Board and the Alumnae Delegates meet to hear reports from the Association's committees and news of the College. This meeting includes lunch and the opportunity to mix socially with other delegates and administrators of the College. The meetings are usually held on the first Saturday of February and the last Saturday of September.

The Class Letter:

The class letter is a casual and personal correspondence that delivers memories, stories, and updates on classmates that few other forms can capture. Combine these personal anecdotes with updates on the College, and the class letter is of prime importance to alumnae.

The Process:

Typically the alumnae delegate gathers information about her classmates through phone calls or personal correspondence. These individual news notes are then included along with a general update from the College. To assist the delegate, the Alumnae Office prepares a narrative summary, the details of which the delegate can either incorporate into her own words, or include as an additional insert.

Submission:

Delegates may submit the letter handwritten, or electronically. Delegates who have computer access to the Internet may e-mail their letter within the body of the e-mail, or as a Microsoft Word attachment directed to the alumnae office at alumnae@mtmary.edu. Office personnel then assume the responsibility for formatting the letter, getting it duplicated on letterhead, and mailing it to the classmates over the delegate's signature.

Other Information that may be included:

The class letter is a good vehicle for requesting information on classmates whose addresses have been "lost". Often another classmate who has kept in touch can call the "lost" alum and suggest that they reconnect with the College. Class letters often include enclosures such as a student referral form, a Madonna nomination form, and informational update request, or other pertinent enclosures.

Timing:

Delegates representing an anniversary Reunion year are asked to write at least one letter in the fall prior to the reunion. Anniversary alumnae may also e-mail their class through the alumnae office for additional communication.

Unable to Write a Letter?

If a delegate is unable to write a class letter, but wants one to go out to her classmates, she can contact the alumnae office for assistance. A letter is then composed and, with the delegate's approval, sent to classmates over her signature.

In an Anniversary Year:

Reunion is promoted to alumnae through the joint efforts of the alumnae office and the delegates. While the College's mailings reach a large number of potential attendees, the effort of the individual class delegate is the most effective. Class lists can be provided to a delegate, as well as assistance in contacting other classmates to help promote reunion.

Mailings:

Each anniversary year class members can expect the following reunion-related communications:

- One class letter (fall), written by the delegate in collaboration with the alumnae office. The letter is to include the class letter will include a paragraph drafted by the development office requesting a Reunion gift.
- An official, individual invitation to the Reunion which includes all the information on related activities and a registration form will be mailed in February before the spring reunion.

As all alumnae are invited to reunion every year, the Mount Mary Magazine will include information and a registration form.

Class Updates:

In each class letter to anniversary alumnae, there is a form included that requests updated biographical information and messages to share with other classmates. These updates are put into a booklet that classmates can take with them the day of reunion.

Class Gatherings:

In addition to the activities planned by the College, the delegates may plan additional events on campus or in another location. The alumnae office encourages such gatherings, and is ready to help delegates in planning such events. You may simply request assistance from the alumnae office if you anticipate planning a separate gathering.