

Job Description

El Segundo High School Alumni Association Class Representative

The following is a description of the types of activities that a Class Rep is expected to execute for the benefit of their High School Class.

1. Maintain a listing of all classmates from their year of graduation, including addresses, phone numbers, email addresses for the purpose of maintaining communication with members of the particular class.
2. Pass on communications that seem important in keeping their classmates informed about El Segundo High School Alumni and class activities,
3. In addition to the above, the Rep may also be involved with the following:
 - A. Planning Reunions for their class. If not actually planning the reunion, they should from time to time seek others who will perform this function and assist them with communications using the listing of classmates which they are maintaining.
 - B. Join the Association Board and participate through teleconference or personal attendance at the Board Meetings.
 - C. Pass on communications from the Chairperson of the Association, including newsletters, and greetings on various occasions.
 - D. Seek out potential Hall of Fame candidates and assist whoever may prepare a Nomination with appropriate communications with those responsible for passing on the Nomination.
 - E. Assist the Administrator and/or Web Master in maintaining appropriate class enrollment data at the El Segundo Alumni Website (elsegundoalumni.org).