



CBA Office of Alumni Relations Roles & Responsibilities of a Class Rep

- Donate to the Academy Fund - it is expected there will be 100% participation from class reps
- Assist fellow class reps to update classmate contact information (email, phone and mailing address) and provide new information to the Alumni Relations Office
- Set goals, plan communications, divide and share duties with your fellow class reps as needed
- Assist with the planning of any special class events / reunions / social gatherings
- Encourage attendance at CBA alumni & school functions -- reunions, regional, sporting, theater, music, religious, and networking events.
- Attend class rep gatherings that typically occur in the New York/New Jersey Metro area and/or phone and regional alumni events as scheduled
- Engage with the Alumni Relations Director to gain a better understanding of initiatives the school and Alumni Association are undertaking
- Stay current with what is happening on CBA's campus and share updates with your fellow alumni (visit website)
- Assist the Advancement & Alumni Relations Offices in their efforts to solicit donations to The Academy Fund (phon-a-thon, emails, social media, etc.)