

Head Class Agent

Volunteer Position Description

Join a community of alums 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 The Mount Holyoke Fund. Working with a designated Mount Holyoke Fund staff liaison and team of class volunteers, HCAs coordinate the class-based giving efforts that raise a cumulative total of \$8-10MM 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 alums

Gain valuable skills and experience:

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

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
- Share information with classmates about how their annual gifts have an **immediate and positive impact** on students' experience

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 the other members of your volunteer team to make their gift/pledge in the fall too

Stay in touch with MHC:

- **Collaborate with your Mount Holyoke Fund staff liaison** to develop a plan for the fiscal year and check in at key fundraising times
- **Stay informed**— read the monthly Mount Holyoke Fund volunteer update emails, and if you use social media, follow MHC channels

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 volunteers** to **determine assignments** (specific classmates to contact or specific tasks they will undertake during the year) and ensure they understand their role
- Help **recruit new volunteers**, as needed
- At the end of each fiscal year (and other times, as needed), **thank all volunteers** for their service

Connect your classmates back to MHC:

- **Share news from MHC**—via mail, email, phone, text message, or social media
- Get to **know what is happening in their lives**, how they feel about MHC, who they stay in touch with
- **Explain the impact of giving** to The Mount Holyoke Fund and encourage them to give
- **Collaborate with your class board** to make sure that fundraising efforts gain traction and are supported by the class as a whole

Thank classmates for giving:

- Call, write, or email to **thank classmates** once they make a gift

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Frequently Asked Questions

Do I need special skills?

If you are willing to contact classmates, share MHC news, and are not afraid to say why financial support matters to Mount Holyoke, **you are exactly the kind of HCA your class needs**. A Mount Holyoke Fund staff liaison works with you to provide support, information, and guidance.

Can I take on the Head Class Agent role when I'm already busy?

Yes! The time commitment for this volunteer role is flexible and varies throughout the year. In August/September, you will work with your Mount Holyoke Fund staff liaison to set goals and manageable action items for the year. During our peak fundraising times in December and May/June, we will ask you to contact your classmates and activate your volunteer team. One time of year when we will ask for your help on specific days is during our 48-hour-long giving challenge in March.

How long am I committed to this position?

Head Class Agents are elected by classmates at reunion and **serve 5-year terms**.

Resources

Mount Holyoke Fund Staff Liaison

All Head Class Agents are assigned a Mount Holyoke Fund staff liaison, who will work closely with you to craft a strategy for the current fiscal year as well as a longer-term strategy leading into your next Reunion. Your MHF staff liaison is available to answer questions and will provide guidance and support.

Volunteer Hub

Through the [Volunteer Hub](#), you can email your classmates individually using editable templates, check your class's progress towards your goals, and review individual classmate's giving history. You can also download giving information for more detailed sorting and filtering.

Monthly Update Emails

Each month, Mount Holyoke Fund staff sends an email to all volunteers that includes information about upcoming initiatives, current action items and MHC news to share with your classmates.

Mount Holyoke Fund Volunteer Resource Page

The [Mount Holyoke Fund Volunteer page](#) provides volunteers with resources for planning outreach, information about our giving societies, and details about Mount Holyoke Fund giving destinations

Mount Holyoke Fund Volunteer Facebook Group

The [Mount Holyoke Fund Volunteer Facebook Group](#) is a closed group where volunteers can 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 giving challenges.