

Class Agent Position Description

Last updated January, 2021

“Chewonki inspires transformative growth, teaches appreciation and stewardship of the natural world, and challenges people to build thriving, sustainable communities throughout their lives.”

As a Maine Coast Semester class agent, you are an indispensable partner in realizing Chewonki’s aspirational mission. We strive to maintain a personal connection with each of our 2,500+ Maine Coast Semester alumni as they navigate opportunities and challenges beyond Chewonki Neck. This ambitious goal is only achievable via a network of volunteers. Through regular correspondence with semester-mates and occasional support for events and gatherings, Class Agents help cultivate a robust, collegial community. We have tremendous pride in our alumni and gratitude for the individuals who keep us in touch with their lives, work and achievements. Thank you!

Essential Responsibilities

- Solicit updates from your semester annually for the Chewonki Chronicle alumni magazine.
- Keep in touch with your semester and be knowledgeable about their careers and interests.
- Relay updates (i.e., changes to contact information, notable achievements) to the advancement office promptly.
- *Periodically review and update contact information for your semester

** Chewonki maintains a database of alumni records including address, phone number and email. Class agents can request a list of their semester contact information at any time. Alumni contact information changes frequently, however, and maintaining the accuracy of this information is a collaborative effort between advancement office and class agents. You may periodically be asked to review and update your semester’s list.*

Optional Activities:

- Attend reunions and gatherings and relay event invitations to your semester.
- Provide volunteer support for events and other alumni activities; recruit volunteers from your semester.
- Help coordinate regional alumni gatherings in your area
- Solicit your semester to donate to the annual fund to increase alumni participation giving.
- Help thank classmates who attend events, volunteer and make gifts through thank-you notes, phone calls, or emails.

Qualifications

- Enthusiasm for Chewonki and commitment to furthering our mission
- Time and interest to engage with Chewonki and help implement our mission.
- Comfort and ability to engage with a variety of classmates.
- Responsive to occasional communications from Chewonki
- Respect for the confidentiality of personal information provided by the Chewonki

Class Agent Term

- Class agent is a voluntary position. The minimum term of service is one year. There is no maximum term - class agents may serve indefinitely.
- If a class agent is no longer able to serve, they should notify the Chewonki Alumni office at their earliest convenience (alumni@chewonki.org)