Oxford College Alumni Board
Role of the Class Agent

The class agents are the Alumni Board representatives for their Oxford graduation year. They are asked to inform and educate their classmates about Oxford, to provide information about Oxford’s ongoing activities and future plans, and to support Oxford’s fundraising efforts. It is the agent’s responsibility to make contact with classmates through regular correspondence. This can be achieved through email, letters, phone calls, or personal visits. Agents will also provide updated classmate information to the Office of Development and University Relations as it becomes available.

Agents should plan to serve as long as they choose. We recommend a minimum term of five years. After a five-year term, if they choose to resign, we request the agents to assist the Office of Development and University Relations in finding a suitable replacement.

Agents are selected by recommendations of other alumni and/or university staff. The sophomore class gift chair is automatically asked to be class agent. There is also the option of having co-agents for classes.

The Oxford College Alumni Board is composed of class agents, presidents of the Oxford Alumni Clubs, and annual fund chair(s). In addition, past presidents are asked to serve on the board for as long as they choose, even if they are no longer class agents or local alumni club presidents.

Agents will be asked to contribute financially to Oxford College on an annual basis. As an agent, they will be asking others to support Oxford, and as a role model their support of Oxford is critical.

Class agents may choose to chair their reunions or they may find other classmates to take on this position. Advertising reunions, Oxford/Emory Weekend, and other Oxford events are still the responsibility of the agent.

Oxford class agents choose to volunteer, serve, and act as stewards for Oxford College and the university. Without their help, we could not educate, inform, and build relationships with Oxford alumni.

Submitted to the Alumni Board on September 26, 2004