



University of Pittsburgh at Greensburg PGAA Class Agent Program

PURPOSE:

The Pitt-Greensburg Alumni Association (PGAA) selects two Class Agents each year to represent their respective graduating class, foster relations with alumni, and serve as an active member of the PGAA.

Class Agents are sought out during their graduation year. Any graduating senior is eligible to apply. A committee of PGAA members select the Class Agents, with input from the Office of Student Services. The selection process may require an application and an interview, if necessary.

RESPONSIBILITIES:

As a Senior: After being selected, but before graduating, the senior is asked to:

- Assist in planning Senior Sendoff, which is co-hosted by Student Activities, during the month of April.
- Serve as a communication conduit between one's class and the PGAA.
- Participate in PGAA meetings or events where appropriate.

During Commencement Weekend: The soon-to-be graduate is asked to:

- Attend Commencement Rehearsal and the New Alumni Reception prior to rehearsal.
- Attend the Parent Appreciation Dinner following rehearsal.
- Attend the Alumni Leadership Meeting and President's Breakfast the morning of Commencement.
- Process in Commencement.

Upon Graduation: The new graduate is asked to become an active part of the PGAA for a five-year period. The following is the commitment we are asking for from a Class Agent:

- **For the first year:**
 - Remain an active ex-officio member of the PGAA Board of Directors. Participate in meetings (Board member expectation is to attend 3 of the 4 annual meetings) and events.
 - Serve on one of the standing PGAA committees.
 - Be a part of the Class Agent selection committee for the following year's Class Agents.
 - Welcome new alumni and assist in recruiting graduates to be active members of the PGAA.
- **For the first three years:**
 - Participate in/attend 2-3 alumni functions or programs per year. These can include any PGAA-affiliated events on or off campus. *Examples: Blue & Gold Weekend, Holiday Wine Tasting, Mock Interview Night, Pitt Networking Day, Blue & Gold Weekend, Pirates Tailgate, etc.*
 - Advocate new ideas on behalf of their class by providing insight on student interests and campus issues to the PGAA. Communicate with former classmates about developments at the University in order to build alumni interest and encourage giving.
 - Reach out (via social media, email, text) to other Pitt-Greensburg graduates in their network and in the community on behalf of the PGAA. Collect Class Notes, help recruit new Board members, garner attendance for a PGAA event, or share important messages with alumni.
 - Make a financial contribution to the University at a level most comfortable to the Class Agent.
- **For the final two years of the five-year commitment:**
 - All those aforementioned, plus ...
 - Help identify alumni to be featured in the PGAA e-newsletter or via the PGAA's social media outlets or website.
 - Nominate an alumnus for the PGAA's Young Alumni Leadership Award.