

# CLASS OFFICER TIMELINE

JULY 2022	AUGUST 2022	SEPTEMBER 2022
<ul style="list-style-type: none"> <li>■ New slate of officers for 2s and 7s begins</li> <li>■ Connect with class staff contact</li> <li>■ Review accounting statements (<i>Treasurer</i>)</li> <li>■ Review class constitution and class website (<i>President and Web Community Manager</i>)</li> <li>■ CACO Newsletter July issue</li> </ul>	<ul style="list-style-type: none"> <li>■ Watch university volunteer onboarding video (<i>all Cornell volunteers, including class officers</i>)</li> </ul>	<ul style="list-style-type: none"> <li>■ CACO New Officer Training webinar</li> <li>■ <b>Homecoming</b></li> <li>■ CACO Newsletter September issue</li> </ul>
OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
<ul style="list-style-type: none"> <li>■ <b>Reunion Kickoff</b> (year 5 only) (<i>Reunion Chair, Reunion Registration Chair, Reunion Committee, President</i>)</li> <li>■ Annual Fund Reps meet with Annual Giving Programs staff member (years 4 &amp; 5) (<i>Annual Fund Rep</i>)</li> <li>■ Pre-Reunion Survey sent (year 4 only) (<i>President and Reunion Chair</i>)</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Frozen Apple Hockey at Madison Square Garden</b></li> <li>■ Identify Nominations Chair (year 5 only) (<i>President</i>)</li> <li>■ CACO Newsletter November issue</li> </ul>	<ul style="list-style-type: none"> <li>■ Select Ezra Plan for class dues (<i>President and Membership Chair</i>)</li> </ul>
JANUARY 2023	FEBRUARY 2023	MARCH 2023
<ul style="list-style-type: none"> <li>■ Make plan for meeting at Cornell Alumni Leadership Conference (<i>President</i>)</li> <li>■ Call out for nominations for new class officers. Use CUVolunteer for nominations. Finalize slate before Reunion weekend (year 5 only) (<i>President and Nominations Chair</i>)</li> <li>■ Pre-reunion survey results shared (year 4 only) (<i>President and Reunion Chair</i>)</li> <li>■ Review accounting statements (<i>Treasurer</i>)</li> <li>■ New dues solicitation period begins</li> <li>■ CACO Newsletter January issue</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Cornell Alumni Leadership Conference</b> (<i>All class officers</i>)</li> <li>■ <b>CACO Annual Meeting</b> (<i>All class officers</i>)</li> <li>■ <b>Reunion Mid-Winter Training</b> (year 5 only) (<i>Reunion Chair, Reunion Registration Chair, Reunion Committee, President</i>)</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Cornell Giving Day</b></li> <li>■ CACO Newsletter March issue</li> </ul>
APRIL 2023	MAY 2023	JUNE 2023
<ul style="list-style-type: none"> <li>■ Volunteer Appreciation Week</li> </ul>	<ul style="list-style-type: none"> <li>■ Submit final slate of new class officers (year 5 only) (<i>President and Nominations Chair</i>)</li> <li>■ CACO Newsletter May issue</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Reunion</b> (years 4 &amp; 5) (<i>Reunion Chair, Reunion Registration Chair, Reunion Committee, President</i>)</li> <li>■ Approve slate of new officers (year 5 only) (<i>Nominations Chair</i>)</li> </ul>
ONGOING		
<ul style="list-style-type: none"> <li>■ Class events and activities (<i>all class officers</i>)</li> <li>■ Affinity networking - (Year 4 &amp; 5) (<i>Affinity Networking Chair</i>)</li> <li>■ Quarterly conference calls with class officers (<i>all class officers who can attend</i>)</li> <li>■ Send out communications to your class such as a class newsletter (<i>President and Web Community Manager</i>)</li> </ul>		