

# CLASS OFFICER TIMELINE

JULY 2023	AUGUST 2023	SEPTEMBER 2023
<ul style="list-style-type: none"><li>■ New slate of officers for 3s and 8s 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><li>■ Opt in to Red Hot Hockey class blocks and select communication plan (<i>President</i>)</li></ul>	<ul style="list-style-type: none"><li>■ CACO New Officer Training webinar (Sept or Oct)</li><li>■ <b>Homecoming</b></li><li>■ CACO Newsletter September issue</li></ul>
OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
<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></ul>	<ul style="list-style-type: none"><li>■ <b>Red Hot 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>■ Pre-Reunion Survey sent (year 4 only) (<i>President and Reunion Chair</i>)</li></ul>
JANUARY 2024	FEBRUARY 2024	MARCH 2024
<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>■ 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>Reunion Mid-Winter Training</b> (year 5 only) (<i>Reunion Chair, Reunion Registration Chair, Reunion Committee, President</i>)</li><li>■ Select Ezra Plan for class dues (<i>President and Membership Chair</i>)</li><li>■ Pre-reunion survey results shared (year 4 only) (<i>President and Reunion Chair</i>)</li><li>■ Review annual class reports (<i>All class officers</i>)</li></ul>	<ul style="list-style-type: none"><li>■ <b>Cornell Giving Day</b></li><li>■ CACO Newsletter March issue</li><li>■ <b>CACO Annual Meeting</b> (<i>All class officers</i>)</li></ul>
APRIL 2024	MAY 2024	JUNE 2024
<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 call or Zoom meeting with class officers (<i>All class officers</i>)</li><li>■ Send out communications to your class such as a class newsletter (<i>President and Web Community Manager</i>)</li></ul>		