

U.Va. School of Nursing Class Advocate Program

Job Description

In essence, Class Advocates serve as a personal link between the School of Nursing and a specific class, and from one classmate to another. The role of the Class Advocate is designed to encourage and sustain class unity and identity, and to foster communication between the School of Nursing and alumni, and from alumna/us to alumna/us.

Specific elements of the Class Advocate job description include:

- Help locate lost alumni, and share address changes or e-mail addresses with the school as you learn them.
- Share classmate achievements, accomplishments, and milestones with the School of Nursing for appropriate recognition (ex: Class Notes and News section of the *Virginia Legacy*). NOTE: Please be sure to get your classmates' permission before asking us to publish items in the *Legacy*.
- Coordinate at least one letter, postcard, or e-mail mailing each year, receiving support from the School of Nursing as needed. One of the mailings, preferably in the fall, to include an appeal for class participation in the Annual Fund.
- Personalize communication to classmates as much as possible.
- Endorse Annual Fund solicitations from the School of Nursing and encourage participation.
- Identify prospects from the class who might be considered for solicitation for leadership annual gifts or major gifts.
- Identify/nominate classmates for School of Nursing Alumni Association awards and the Grier Fund.
- Announce volunteer opportunities to your classmates interested in serving on the Alumni Council and/or special projects.
- In Reunion years, serve as Reunion volunteer and/or help recruit a classmate.
- Provide honest, meaningful feedback to the School of Nursing to improve alumni outreach and support.
- Help the School of Nursing recruit a new Class Advocate in the event you are unable to continue to serve.
- Contribute to the Nursing Annual Fund to the extent you are able.