

## POSITION OVERVIEW

### Position Description

The Senior Class Committee Member is a leadership role dedicated to creating memorable and impactful experiences for Babson's Senior Class. Committee Members collaborate to organize a variety of events throughout the academic year, including signature traditions like Senior Week, Pub Kickoff Night, and Cap Decorating. The role emphasizes teamwork, creativity, and a commitment to fostering community among the graduating class.

Committee Members are assigned to one of three subcommittees—**Operations & Logistics**, **Marketing**, or **Fundraising & Community Relations**—to provide structure and focus to their contributions. Members also work collectively to ensure the success of all events and initiatives. The position requires strong communication, organizational, and leadership skills, as well as a passion for celebrating the achievements of the Senior Class.

### Roles and Responsibilities

#### General Responsibilities

- Collaborate with other committee members to plan and execute a variety of events and initiatives for the Senior Class.
- Contribute to the collective management of Senior Week and year-long programming, ensuring all events are inclusive, engaging, and reflective of the Senior Class's interests.
- Attend all committee meetings and actively participate in discussions and decision-making processes.
- Represent the interests of the Senior Class and serve as an ambassador for the committee's goals and initiatives.

#### Subcommittee-Specific Responsibilities

Each committee member will be assigned to one of the following subcommittees, based on ranked preferences and skills:

#### **Operations & Logistics:**

- Prepare and present event budgets to ensure proper allocation of resources.
- Maintain communication with campus partners and external resources to support event planning.
- Organize and document committee meetings, including notetaking and distributing action items.
- Develop schedules for volunteers and coordinate tabling efforts during events.

#### **Marketing:**

- Create and manage Instagram posts, stories, and takeovers to promote events and initiatives.
- Design and distribute surveys to gather feedback and ideas from the Senior Class to guide programming priorities.
- Document events through photography and other media to celebrate and promote the Senior Class experience.
- Draft and send an introduction email to the Senior Class to outline committee initiatives and encourage engagement.

### **Fundraising & Community Relations:**

- Promote and facilitate participation in the Senior Class Gift program, including managing the Senior Bricks tradition.
- Support fundraising efforts for the annual Make Your Mark Giving Day through tabling and outreach.
- Coordinate outreach and partnerships for the Babson Street Senior Auction to maximize community engagement and participation.
- Support scheduled tabling on-campus throughout the academic year to promote and engage with Seniors for designated programs.

### **Eligibility and Qualifications**

- Must be a full-time Senior student at Babson College during the 2025–2026 academic year.
- Minimum cumulative GPA of 2.5.
- Demonstrated organizational, communication, and teamwork skills.
- *Preferred:* Experience in event planning or student leadership.
- A passion for fostering community and celebrating the achievements of peers.

### **Commitment and Benefits**

#### **Commitment**

- Attend two mandatory committee meetings per month on the first and last Friday from 10:00–11:00 AM.
- Complete assigned tasks independently, dedicating an appropriate amount of time to ensure timely and high-quality execution.
- Actively participate in all Senior Class events, including Pub Kickoff Night, Cap Decorating, and all activities during Senior Week.
- Engage in tabling efforts and maintain a strong presence at Senior Class events to promote engagement and community spirit.

#### **Benefits**

- Complimentary Senior Week ticket, granting access to all paid and free events during the celebratory week.
- Develop leadership, event planning, and teamwork skills.
- Gain valuable experience in community engagement and project management.
- Create lasting memories and a meaningful impact on the Senior Class experience.