

# HOWELL PUBLIC SCHOOLS ALUMNI ASSOCIATION (HPSAA)

## Preamble

*The Howell Public Schools Alumni Association (HPSAA) operates as one of four standing-committees of the Howell Education Foundation (HEF) with a Foundation Board member acting as a non-voting member of the HPSAA Board of Directors. The goal of the HEF is to assist in the development of the HPSAA as it grows and realizes the potential good the affiliation has to offer HPSAA members.*

### **Article 7: Class Representatives**

Section A: Status. Members interested in serving as Representatives of their class will notify the Vice President. The number of Representatives per class will normally be one (1) but class size, distribution and other factors may necessitate two (2) or more Representatives. Class Representatives may represent a group of class years if necessary for any given class to have representation.

Section B: Role. The role of the Class Representatives shall be to promote communications between the various directors, officers and committee members and the members of their respective classes. Class representatives shall correspond directly with all "found" members of their class at least once a year.

Section C: Oversight. The Vice President shall oversee the Class Representatives and be their principal point of contact for Association activities. The Vice President shall be responsible for searching for Representatives for classes which have no representation, for liaison between all Class Representatives and the Board of Directors, for contacting each Class Representative at least twice a year to encourage the search for "lost" alumni, for providing yearly newsletters to classmates in the directory and sharing classmate information with the newsletter editor, for updating the Database Director with Class Representatives' names and addresses, and for updating the E-mail Director on E-mail Representatives' names and addresses