

Class Coordinator Commitments

- A Class Coordinator must be a member of the M/THS Association.
- If you volunteer to be a Class Coordinator, you make a commitment to serve through the next major reunion
- Act as communicator between your classmates and the Association Executive Committee if needed.
- Should contribute to class notes to *Knightlines* at least once a year.
- Email new and changed name/address information for alumni to mhsths@gmail.com or if you prefer to send via mail – **M/THS Association, PO Box 3177, Tampa, FL 33601.**
- Should keep in touch with classmates with an annual postcard/letter/email reminding them that you want to hear from them, both regarding personal news/concerning reunion/reunion issues. (**Class Coordinator Reimbursement:** Stamps and copying for class mailings up to \$50 per year and long distance phone bills up to \$20 per year.) It has been the practice of many class coordinators over the years to decline reimbursement for expenses even though the Executive Committee has approved them. Those who choose to do so at the \$100 level or more should report that to the Executive Committee by email and they will then be listed in the Order of the Silver Helmet in *Knightlines*.
- Promote the Association and encourage classmates to join/be a part of the Association database.

In order for us (Association) to continue to count you as a Class Coordinator, we need to hear from you –Usually, at least once every six months. You will be asked to resign if there is no activity on your part for at least once a year.

What the M/THS Association and the Coordinator Liaison (Steve Sibler at stvnslr68@yahoo.com) will do for you.

- Provide you with current class database complete listing on a timely basis (generally 3-7 days)
- Provide you with a “lost sheep” listing
- Keep encouraging/helping you when a classmates search seems fruitless.