



LeadershipGwinnett

Class Liaisons

Job Description

Responsibilities:

- Maintain and continuously update contact information of your Leadership Gwinnett classmates and ask them to notify the Leadership Gwinnett office of any changes. Updates should be sent to bwaters@leadershipgwinnett.com (**ongoing**)
- Host biannual event for your classmates via zoom, lunch socials, in home dinners, attendance at fellow classmates special event, etc. (**2x/ year**)
- Communicate to your classmates the news, happenings, and engagement opportunities provided by Leadership Gwinnett on a regular basis (**monthly**)
- Encourage classmates to share special news with Leadership Gwinnett staff (*Honors, awards, promotions, personal achievements, etc.*) Updates should be sent to lserrano@leadershipgwinnett.com (**ongoing**)
- Attend Liaison Committee meetings (**2x/ year**)

Please Note: Class Liaisons are encouraged to recruit a co-chair to help share the job responsibilities.