



# Northeast Class Advisor Orientation Call Agenda

April 13, 2026  
11:00 a.m. EST

- I. Welcome and introductions– *Susan Spears, IOM*
- II. Class Advisor roles and expectations– *Susan Spears, IOM*

The complete [Online Volunteer Handbook](#) can be found online. Material pertaining to Class Advisors can be found by scrolling halfway down the page.

#### Key points:

- Volunteer position - advisors will lead their assigned class through the week's events.
- Serve as mentor to students and as liaison to staff, faculty, and regents.
- Play active role both prior to Institute and the week of.
- Establish relationship with your class through email or other communication methods. Karyn will send out bi-weekly emails beginning the week of June 1.
- Class Advisors are responsible for building class spirit and camaraderie. Specifically, they are in charge of facilitating the planning of the class dinner/activity, class t-shirts (if desired), and welcoming new attendees to the class.
  - Watch for areas of concern that need to be addressed at the regent and staff level.
- Attend the Monday dinner/activity with your class.
- Attend first Class Advisor Briefing at 11:30 a.m. on Sunday, July 26.
- Welcome and register students as they arrive on Sunday.
- Enforce the attendance policy.
- Lead [Homeroom](#) session.
- Attend and participate in daily Class Advisor meetings.
- Coordinate with faculty for required course sessions.
- Encourage students to attend all events and take advantage of additional learning opportunities.
- Play an active role on social media, both in the weeks leading up to Institute, as well as on-site.



III. Additional notes– *Cory Skeates, IOM; Karyn MacRae, IOM, CAE, CMP*

- Regent Partner Role
- [Resource Page](#)
- [Social Media Toolkit](#)

IV. Schedule of activities– *Karyn MacRae, IOM, CAE, CMP*

- Board of Regents & Class Advisor Briefing: Sunday at 11:30 a.m.
- Graduation Ceremony: Wednesday at 6:30 p.m.
- Conclusion: Thursday at 11:30 a.m.
- Daily Class Advisor meetings:
  - Monday: 1:30 – 2:00 p.m.
  - Tuesday: 2:00 – 2:30 p.m.
  - Wednesday: 9:00 – 9:30 a.m.
  - Thursday: 9:00 – 9:30 a.m.

V. Q& A session– *All*

VI. Other business– *Susan Spears, IOM*