



HERSCHEL ALUMNA UNION CIRCLE SECRETARIES' GUIDE

Dear Circle Secretary

Thank you for agreeing to take on the role of Circle Secretary of the Herschel Alumna Union for your year. There should, ideally, be two or three Circle Secretaries elected from each year and this guide will assist all of you in understanding the expectations of the Herschel Alumna Union as well as the support you will receive in your role.

Circle Secretaries play an integral role in maintaining the flow of information between the school, the Herschel Alumna Union and the Alumna as well as assisting in the reunion and other event planning for your year.

A copy of this document will be:

- Provided to newly appointed Circle Secretaries in their Matric year.
- Sent electronically to each Circle Secretary.
- Added to the HAU tab on the Herschel Website for easy reference.
- Sent to existing Circle Secretaries in the year prior to their reunion year.

For new Circle Secretaries, Kris Miller – the HAU Chair – has recorded an introductory video explaining the purpose of the HAU and the role of the Circle Secretary in more detail. [Please click here for the video.](#)

Here are some basic guidelines for Circle Secretaries:

- Newly elected Circle Secretaries (Matrics) need to collect the personal email addresses from the Matrics and forward these to the HAU Secretary before end of Term 3.
- Create a FB page (preferably closed) for all girls from your year plus those who left earlier than Matric. The years included are Grade 8 to Matric.
- Keep up-to-date contact details of those from your year and send any changes to the HAU secretary.
- Keep in touch with your year – be aware of their significant life events (Social Media helps with this).
- Link everyone to the HAU FB page: <https://www.facebook.com/Herschelalumnaunion/>
- Keep up-to-date contact details of key people at Herschel: HAU Secretary and HAU Chair.
- Be aware of events throughout the year, both HAU events and school events that include the HAU.
- In September, call for news from your year for the annual newsletter and send to the HAU Secretary.
- Assist in the planning of Founder's Day reunions for your year. See more information below.
- Assist in arranging reunions for your year both locally and internationally.
- Encourage your year to give back in some way when possible (Centenary or special events, your year's reunions, and other opportunities to support bursaries or teacher learnerships etc.

OHA EVENTS

GOLDEN OLDIES TEA PARTY

This event is held at the Senior School. It is open to all Herschel Alumna who have been members of the Herschel Alumna Union for over 50 years and a small fee is charged for catering. Information about the event is available from the HAU Secretary and a notice will be posted on Facebook and sent to relevant years via email.

ANNUAL WINTER DINNER

This dinner is held each year in July/August. All Alumna, staff, friends of the school and partners are welcome. This event is hosted in the Mary Jagger Hall and paid for by each guest directly into the HAU Bank Account. The highlight of the evening is a presentation by an Alumna who has something special to share.

An invitation to this event, with all the necessary information, is sent out to the HAU database via email and is also shared on Facebook on the Herschel Alumna Union Page.

CAROLINE HERSCHEL AWARD

The annual Caroline Herschel Award was launched in 2017 to celebrate the extraordinary impact that Herschel Alumna have made in South Africa and the world beyond. The award seeks to recognise and celebrate the valued, lasting contributions of Herschel alumni in making a significant difference in a community, industry, arena of life or field of study.

- The candidate must be a living Herschel Alumna, nominated by a fellow Herschel Alumna.
- The candidate must have contributed extraordinarily to her community, industry, field of study or other arena in life in such a way as to leave a lasting impact.

Full details of the award and the call for nominations goes out every June, via the database, and closes in October.

FOUNDER'S DAY

All Herschel Alumna are invited to attend the annual Founder's Day events that take place on the Friday in February closest to 16 February. These include:

- The HAU AGM will be held online on the Wednesday before Founder's Day. All members of the OHA are invited to attend. The link will be sent out via email,
- A Cocktail Party at school on the Thursday evening before Founder's Day. This event is paid for by all attendees regardless of HAU membership status. Event details will be available in the HAU newsletter the year before and via an event notice on the HAU Facebook page,
- A Service held on Founder's Day at St Saviour's Church at 11:00,
- The new pupils and staff 'Arch Ceremony' following the service where the school song is sung by all around the Senior School fountain,
- Lunch in the Mary Jagger Hall, served from 13:00,
- An optional tour of the school by Matric prefects immediately after lunch.

For Founder's Day, as Circle Secretary, you will need to:

- Be aware of what the school is arranging and share the invitations to your year and liaise with the HAU Secretary.
- Plan a reunion and communicate with the HAU Secretary regarding the events you have planned as well as collate RSVPs for catering and attendance and provide these to HAU Secretary well in advance.
- Send a report of approximately 500 words and a number of photographs - in jpeg format - to hau@herschel.org.za. **Please ensure that these images are at least 1mb in size.**
- Encourage ladies of reunion years to support the HAU in some way: Support for the Bursary Fund; Sponsor HAU membership fees for scholarship pupils; donations towards the Archives, digitisation costs, display cabinets, etc; or fundraise for a specific OHA need or initiative.

MEMBERSHIP OF THE HERSCHEL ALUMNA UNION

In your Matric year, your final account includes the HAU membership fee. Scholarship and Bursary students' membership fees are sponsored. For those who opt out, payment to become a member is possible at any time thereafter.

HAU Membership will mean you are added to the HAU database and receive all HAU communications, be invited to all HAU events and School events where HAU members are welcome. You will also be eligible to attend school-hosted Founder's Day events free of charge.

COMMUNICATION FROM THE HAU / SCHOOL

Once you are an HAU Member you will receive via email:

- The link to annual School Magazine
- The link to the annual HAU newsletter which is published in late November
- Ad hoc news from the School and Herschel Alumna
- Administrative information from the HAU (AGM notice, AGM minutes, Committee news etc)

SCHOOL EVENTS TO WHICH THE HERSCHEL ALUMNA ARE INVITED

The school invites members of the HAU to attend many of its annual events, such as:

- Annual School Play (at the end of Term 1)
- Annual Matric Art Exhibition (Term 3)
- Golf Day (Term 4)
- Bursary Dance (Term 1)

News of these can be found on the HAU Facebook page and is sent out via email.