

CLASS REUNION CHAIR(S)

TERM ♦ 5 years

OFFICE OF ALUMNAE RELATIONS CONTACT • Assistant Director for Reunions, Classes, and Clubs

The Reunion Chairs appoint classmates to committees and coordinate the work of all involved, and work closely with Office of Alumnae Relations staff. **Note: The Office of Alumnae Relations recommends that classes have two Reunion co-chairs.**

Reunion is an important and large-scale event for each class, and detailed information about the job responsibilities is contained in the *Reunion Planning Guide*. This document is distributed to class volunteers approximately 18 months prior to Reunion, and is available as a PDF on the Website.

RESPONSIBILITIES

- ♦ Identify and recruit classmates for the Reunion Committee
- ♦ Plan Reunion schedule/programming for the class
- ♦ Coordinate the development of a theme and corresponding graphics for Reunion and be responsible for specific Reunion communications to the class
- ♦ Oversee the Reunion budget (in cooperation with the class treasurer)
- ♦ Act as the principal source of Reunion information and submit Reunion updates to the class President/Web Chair/Digital Media Coordinator for inclusion in communications to the class
- ♦ Participate in training offered by the Office of Alumnae Relations as appropriate throughout her term in office and specifically eighteen months prior to Reunion
- ♦ Attend the Reunion of the class preceding hers as an observer one year before her Reunion
- ♦ Attend Reunion
- ♦ Maintain all planning records, including Reunion mailings, newsletters, emails, theme ideas, vendors used, lists of committee members, etc., to pass on to the succeeding Reunion Chairs
- ♦ Complete a post-Reunion Report to be shared with the succeeding Reunion Chair(s), the Reunion Chair(s) for the class following hers, and the Office of Alumnae Relations
- ♦ Ensure that all Reunion wrap-up activities are completed (as listed in the Reunion Planning Guide)

APPOINTMENTS

- ♦ House Representatives
- ♦ Meal Chair(s)
- ♦ Headquarters Chair
- ♦ Parade Chair

Other possible Reunion Committee Chairs:

- ◆ Mini-Reunion Chair
- ◆ House Reps Chair
- ◆ Spouse/Partner Activity Chair
- ◆ Program or Event Chair
- ◆ Nametag Chair