**Class Reunion Chair(s)**

**TERM** • 5 years

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

The Reunion Chairs appoint classmates 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