

## Roger Williams University Reunion Chair (s) Job Description "Chief Excitement Officer"

- Charged with building excitement and engagement around Alumni Reunion Weekend within the class
- Organizes the class reunion, with assistance from the reunion committee, in coordination with the Office of Alumni Relations
- Leads the reunion committee meetings, outlines duties and responsibilities for members, consults with them frequently, follows up on plans, and makes deadlines clear
- Serves as the primary contact to Office of Alumni Relations
- Writes or co-writes two reunion class letters, in collaboration with Office of Annual Giving
- Works with the Office of Alumni Relations to develop a schedule of events for Alumni Reunion Weekend
- Works with the Office of Annual Giving on solicitations to classmates to participate in the giving challenge in honor of reunion year
- Sets an example for your classmates by committing to a gift to the designated Annual Fund initiative.
- Represents class on Alumni Reunion Weekend planning committee to organize, prepare, promote and follow-up with classmates to attend the weekend.
- Informs classmates of the opportunities available via the alumni engagement categories: Benefits, Community, Volunteer, Events

### **Building a Team**

The first task of the reunion chair(s) is to recruit classmates to form a reunion planning committee. The Office of Alumni Relations will assist with the coordination and recruitment. Committees should begin to form six to twelve months in advance of reunion. It is important to bring a wide variety of classmates into the committee to ensure that your reunion reflects the diverse identities, interests and talents of your class.

A kick-off virtual or in-person meeting in October around Homecoming will assist with recruitment and designing the schedule. You should be in contact with the Office of Alumni Relations to set up call and confirm details before promoting weekend.

### **Communication Options**

The reunion committee will work with the Office of Alumni Relations to coordinate and promote the reunion festivities. It is suggested that the committee elect a social media chair to promote the reunion news & updates in regular consistency on the class social media pages/other.

You will work with your class liaison from the University to prepare and send class and committee correspondence. We will format and send letters to your classmates via email or postal mail. A webpage and Facebook pages will list the reunion chair (s) and committee members.

### **Celebrate**

After all of your hard work is done, attend and enjoy Alumni Reunion Weekend with your classmates. During the weekend, volunteers may be needed to assist the Office of Alumni Relations with class-specific events. Areas of need will be communicated prior to the weekend and the reunion chair will assist with recruiting committee members and/or class members to volunteer to greet and engage at events. Thank you for all of your hard work and dedication to make your reunion a success.