

CLASS REUNION CHAIR(S)

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Events and Programs

The Reunion Chairs appoint classmates to committees and coordinate the work of all involved, and work closely with Alumnae Association staff. **Note: The AASC acknowledges that some classes will elect one Reunion Chair, and some classes will elect two co-chairs. The AASC recommends that classes have two co-chairs, but the decision rests with the class.**

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 AASC Web site (click [here](#)).

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a strong interest in and acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to represent the college and respond to questions and needs of classmates
- ♦ Willingness to make an annual gift to The Smith Fund
- ♦ Computer and internet proficiency is strongly recommended

RESPONSIBILITIES

- ♦ Identify (with input from other class officers) 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)
- ♦ Supervise the Reunion Committee to organize various Reunion events
- ♦ Act as the principal source of Reunion information and submit Reunion updates to the class President/Web Chair/Communications Chair for inclusion in communications to the class
- ♦ Participate in training offered by the AASC as appropriate throughout her term in office and specifically eighteen months prior to Reunion
- ♦ Attend the Reunion of the class preceding yours as an observer one year before your 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 AASC.
- ◆ 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
- ◆ Nametag Chair

Other possible Reunion Committee Chairs:

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