Reunion Committee Member Responsibilities

All reunion committee members are expected to:

♦ Contact classmates to encourage reunion attendance and giving (to the extent comfortable).
♦ Update committee documents, such as shared spreadsheets and the “task tracker,” with notes from calls to classmates and progress on to-do items.
♦ Demonstrate personal support for the reunion effort.
  o Make plans to attend Reunion Weekend 2017.
  o Make a thoughtful gift to Davidson early in the year, prior to encouraging classmates to do the same.
♦ Listen to your classmates! You are the ears for your class. Is there something our office should be aware of, like a new job, new baby, move, etc.? Does the alumnus/a have concerns related to the college and would they benefit from someone at Davidson reaching out to him/her? Please let us know!

Reunion committee members who are interested in helping plan the weekend itself are asked to:

♦ Participate in two or three conference calls with the Alumni Relations and Reunion Giving staff. During these times, the committee will:
  o Give input on the programming that will occur during the weekend;
  o Brainstorm and execute unique initiatives for promotion of the reunion.

There are some tasks that may require individuals to organize, and take direct responsibility, for various aspects of Reunion Weekend. Examples of such opportunities include:

♦ Create a class slideshow or music playlist for a reception or dinner.
♦ Plan a class memorial service or coordinate other ways of remembering deceased classmates.
♦ Chair a class dinner sub-committee.
♦ Serve as the point person for class-related social media, such as a class Facebook page.
♦ Reach out to special guests, such as faculty or faculty emeriti, to invite them to join class specific events during Reunion Weekend.
♦ Incorporate the list of registered classmates (provided by Davidson staff) into shared committee documents and spreadsheets.
♦ Assist with organizing or hosting a class-specific event.
♦ Act as editor for the *Quips & Cranks* commemororative edition (50th Reunion only).

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