Reunion Committee Member Responsibilities

Every reunion class has a committee comprised of a Planning Chair, Gift Chair and committee members. The responsibilities of committee members vary from class to class. Below are some general tasks in which committee members are typically involved.

- Participate in approximately [three] reunion committee conference calls with the Alumni Relations and Reunion Giving staff. During these times, the committee will:
  - decide on the programming that will occur during Reunion Weekend;
  - find ways to increase personal contact with classmates to foster reunion attendance and giving;

- Contact classmates in a way that makes you comfortable to encourage reunion attendance and giving.

- Assist the Planning Chair and Gift Chair as needed to organize various aspects of Reunion Weekend. Some examples might include:
  - Create a class slideshow.
  - Develop class trivia.
  - Create and administer a class Facebook page.
  - Create a music playlist for a reception or dinner.
  - Reach out to special guests, such as faculty or faculty emeriti.
  - Assist with organizing or host a class-specific event.
  - Act as editor for the Quips and Cranks commemorative edition (50th Reunion only).

- Demonstrate personal support for the reunion effort.
  - Make plans to attend Reunion Weekend 2016.
  - Make a thoughtful gift to The Fund for Davidson early in the year, prior to encouraging classmates to do the same.

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