50+ Reunion Committee Volunteer Roles/Responsibilities

Expectations for all committee members:
- Participate in all committee meetings, whether in person or via the phone.
- Review meeting agenda and minutes and when requested provide feedback, particularly if you missed a meeting.
- All committee members are asked to call a set number of classmates to encourage them to attend reunion. Call lists to be set and distributed by participation coordinator.
- It is strongly suggested that committee members make a reunion gift to the University to set the example for the rest of the class.

ROLES:

Reunion Committee Chair (there can be Co-Chairs)
Qualifications:
- History of participation in class activities
- Strong volunteer record
- Enthusiasm for UNH

Responsibilities:
- Work with staff to recruit 20 committee members that are enthusiastic about UNH and able/willing to contact classmates to encourage them to attend reunion as well as make a gift to the Annual Fund
- Work closely and regularly with Alumni staff
- Oversee committee members and monitor activities to ensure deadlines are met
- Oversee and attend committee meetings ensuring that each coordinator is prepared to give a report on the status of their efforts

Participation Coordinator (there can be co-coordinators)
Qualifications:
- Outgoing with good communication skills
- Enthusiasm for UNH

Responsibilities:
- Develop overall participation strategy to get the highest number of classmates back on campus
- Recruit volunteers (including all committee members) who will call class members by region or affinity group
- Coordinate the outreach effort with volunteers and timeline in which they should be contacting classmates
- Work with Alumni Association to set the communication plan.
Giving Coordinator (there can be co-coordinators)

- Responsible for working with Participation coordinator to recruit outreach callers and making sure giving language is included in outreach calls
- Work with UNH Reunion Giving staff to set realistic giving goal
- Sign name to any solicitation letters
- Present a giving update at each committee meeting
- Set communication timeline for volunteers to complete their outreach
- Present class gift to President of UNH at designated event

Class Banquet Coordinator
Responsibilities:

- Obtain feedback from committee on music preferences for Saturday night banquet. Alumni Staff will book entertainment based on feedback
- Work with Alumni Staff on décor for class banquet. Alumni Staff will order décor based on requests
- Plan timeline for the event—will there be a speaking program? Alumni Staff available for consultation on standard timing for event based on needs

50th and 60th Reunion Classes: Memorial Service Coordinator
Responsibilities:

- Work with Alumni staff to coordinate the non-denominational memorial service based on previous models
- Recruit 10 classmates to assist in reading names
- Alumni staff will generate program to be handed out at memorial service

Billing Procedures

- Entertainment and Décor at the class banquet are the responsibility of the class treasury. If a treasury does not exist, Alumni Staff will discuss options with committee
- For the 50th reunion class, the cost of the Golden Granite and Class Favor will be built into a registration fee
- Registration fees will cover the cost of the class banquet food. If additional items are added, the per person cost for the event will increase. Alumni Staff will consult with committee on their plans to provide guidance.

Photography services
Upon request for this service, the Alumni Staff will arrange for a photographer. There are no charges associated with photography services at reunion events.
Role of the Alumni Association Reunion Staff

Alumni staff works year-round on the Reunion Program. The staff is specifically responsible for:

- Design and produce any email or direct mail piece that communicates reunion information.
- Create overall reunion communication plan for the committee to follow.
- Recruit volunteers to reunion committee two years in advance of reunion dates.
- Provide the committee with the giving capabilities of their class so an attainable and realistic reunion fundraising goal can be set and communicated by participation volunteers.
- Oversee reunion registration through brochures and online forms.
- Reserve and coordinate all reunion events with various University offices, including Hospitality Services, Housing, Memorial Union, Audiovisual Services, and student workers.
- Review all contracts and agreements with vendors to assure all arrangements are in compliance with the University of New Hampshire policies and procedures. The Alumni Association must sign off on all legal documents regarding reunion activities.
- Promote reunion in the University of New Hampshire Magazine and on the Alumni Association’s website, UNH Connect.
- Create/Maintain class Facebook group to be used to promote reunion and connect classmates. Use Facebook in general to promote reunion events.
- Oversee the on-site execution of all reunion activities including registration with nametags and registration packets.
- Meeting Minutes: Responsible for taking meeting minutes at committee meetings and distributing to committee.
- Include request for class photos and memorabilia in marketing materials to be on display at reunion in the True Lounge.
- Provide the committee with up to date class lists for outreach. Lists provided by affinity, college, Birth last name and current last name.
- Responsible for coordinating décor for class events as well as any requested entertainment.
- 50th Reunion Golden Granite: Responsible for collecting Golden Granite submissions and putting them into format to be printed and distributed at reunion. Cost of printing built into registration fee for 50th reunion class.
- For 50th reunion class, determine if they want to give out a favor. Coordinate with the committee what type of favor they would like to do and build cost into registration fee for 50th reunion class.
- Provide guidance for 50th and 60th reunion class memorial services based on previous models.