CLASS REUNION CHAIR

Reunions at Elon offer a unique opportunity for remembrance of times past as well as reflection on the future and the possibilities it holds. The role of the class reunion chair is to guide the class toward this milestone and to ensure a memorable celebration of this important event.

Through this mutually beneficial relationship, reunion leaders fill critical roles…

…as a lifelong PARTNER with Elon, remaining connected and involved with the university as well as staying informed and knowledgeable on news and happenings about Elon.

…as a lifelong ADVOCATE, encouraging engagement with Elon among fellow graduates, facilitating internship and job opportunities for Elon students and alumni, and promoting Elon among prospective students and their families.

…as a lifelong INVESTOR, supporting Elon annually through charitable gifts in support of the university’s priorities, and investing in today’s students.

Essential Responsibilities and Commitment of the Role

**Length of term:** 12 Month Term

**Time commitment:** 2-4 hours/month

**Additional Commitments:** Attend Homecoming (Fall) Lead monthly conference calls during the outreach period (Late Spring to Early Fall)

**Responsibilities:**

♦ Serve as the primary liaison between the class and the university.
♦ Assist with the recruitment and organization of reunion volunteers.
♦ Work with the staff liaison to guide the committee through the training process, ensuring all volunteers are comfortable with their responsibilities.
♦ Direct the committee with regards to:
  - Class correspondence and outreach
  - Promotion of Homecoming
  - Class-specific event planning
♦ Communicate consistently with the staff liaison on a week-by-week basis.
♦ Support the fundraising effort with a thoughtful gift. While the financial circumstances of each committee member differ, the expectation is that all participate in the effort to whatever extent possible. Monthly or annual recruiting gifts are encouraged.
♦ Encourage the involvement of an assigned group of classmates (10-15 people) in all aspects of the reunion, including attendance and participation in the reunion gift.
♦ Utilize Google Docs to track the success of outreach efforts for both assigned classmates and reunion volunteers. Complete targeted communications as necessary.
♦ Deliver the Partner, Advocate, and Investor message to classmates.