



WHITMAN COLLEGE

# Milestone Reunion Co-Chair

## Volunteer Job Description

### Alumni Relations and Office of Annual Giving

Joining a Reunion Committee is a fun and important way to be involved with the college. Reunion Co-Chairs lead their committee to plan class events and encourage fellow classmates to come back to campus and reconnect with the college and classmates. Together, volunteers create a memorable experience. The 10th, 25th, 40th and 50th reunions are considered milestone reunions and the Reunion Co-Chairs will lead a philanthropic effort to rally classmates to make a special gift in honor this milestone event. The cumulative efforts of the class are recognized during reunion weekend when their class gift is presented to the college.

### Responsibilities for Milestone Reunion Co-Chairs

- Attend Volunteer Summit with the Alumni Office and Development staff
- Act as a consultant to the Alumni Office as staff members plan the weekend schedule of events; most importantly, provide information on how best to engage classmates in various aspects of the reunion (networking, banquet program, etc.)
- Agree to have your name listed on letters, website and social media pages regarding reunion communications
- Author or co-author letters, emails and other communications to your class with your signature inserted.
- Identify classmates for membership on the reunion committee for networking and fundraising for the reunion.
- Steward Committee members throughout the year, encouraging them to attend Reunion Weekend and participate in the class gift.
- Commit to attending your reunion
- Take the lead – make your own gift by December 31
- Ask classmates to attend reunion and participate in the class gift via email, phone calls, and/or personal notes
- Document communications and progress [givecampus.com/vms/whitmancollege](https://givecampus.com/vms/whitmancollege)
- Post, like, and share about Whitman and reunion weekend on social media
- Thank your classmates when they make a gift via phone, email or hand-written card
- Actively participate in class committee communications
- Lead periodic conference calls with your committee
- Support fellow committee members in their social and philanthropic outreach to their classmates
- Present your class gift to the President during Reunion Weekend
- Maintain confidentiality