



Reunion Committee Member Roles and Responsibilities

As a member of your class committee, your three main responsibilities are:

- Promote reunion weekend to your classmates and friends
- Donate to class gift and encourage classmates to donate to the class gift
- Help increase attendance for reunion weekend events and attend reunion weekend

Timeline of Activity:

December 1, 2016 – February 1, 2017:

Identify and Recruit additional committee members

- Work with committee chair(s) and alumni office to update contact information for classmates
- Email friends/classmates asking them to be on the committee

Spread the word about reunion weekend over social media and to friends!

February 1, 2017 – April 1, 2017:

Join monthly committee calls hosted by committee chairs

Plan a regional reunion event in your area (optional)

Provide alumni office with list of classmates you will reach out to and encourage to come to reunion weekend, participate in activities and donate to the class gift

Begin outreach to classmates to encourage them to attend reunion weekend and donate to class gift

April 1, 2017 – June 9, 2017:

Promote class page and encourage classmates to send it class notes and photos from law school

Continue outreach to classmates to encourage them to attend reunion weekend and donate to class gift

Register for alumni weekend and book hotel rooms if needed!