



VOLUNTEER POSITION DESCRIPTION

Reunion Committee: Giving Chair/Fund Reportee

QUAA Mission: *“To reach out and foster a lifelong association with Queen's, to engage our members in the life and work of the University, and to serve the alumni community in all its diversity.”*

Volunteer Position Summary & Purpose

The Giving Chair/ Fund Reportee helps their class or group get engaged, involved, and excited about group philanthropic opportunities as a meaningful way to leave a legacy within the Queen's Community.

Major Duties & Responsibilities

- ✚ Works with Queen's Development Officer to draft, finalize, and distribute communication on Class/ Group giving initiatives to classmates, to help fellow alumni see the great value in incorporating philanthropy into Reunion plans.
- ✚ Coordinates any giving updates or official pledges/ presentations of funds that will take place during Reunion events to ensure an efficient and smooth process.
- ✚ Assists the Reunion Coordinator with other aspects of Reunion planning as needed.

Skills/ Competencies Required

- ✚ **Communicator** - Uses verbal, written and non-verbal communication to gather information and deliver key messages. Comfortable discussing financial matters/ fundraising.
- ✚ **Influencer** - Gains support and convinces others to advance the objectives of the organization.
- ✚ **Strategic Thinker** - Develops and inspires commitment to a vision of success; supports, promotes and ensures alignment with the organization's vision and values.
- ✚ **Relationship Builder** - Builds and actively maintains working relationships and/ or networks of contacts to further the organization's goals.

Skills/ Competencies Acquired

- ✚ Project management experience
- ✚ Experience with strategic planning and relationship building
- ✚ Communication experience

Expectations & Reporting

- ✚ The Giving Chair/ Fund Reportee is expected to keep the Reunion Coordinator and other Reunion Committee Members informed of developments in Class/ Group giving plans.
- ✚ The Giving Chair/ Fund Reportee is also expected to work closely with a Queen's Development Officer.

Time Commitment



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This is a five-year renewable term. Depending on the nature of the class or group's giving initiatives, the Giving Chair/ Fund Reportee can typically expect a time commitment of 1-3 hours per month during the year in which the reunion is being held.

Staff Partnership

The Giving Chair/ Fund Reportee will work in partnership with the Reunion Coordinator, the Development Officer for their Faculty/ Team/ Club, and the Alumni Officer, Reunions. These partners are available for support and assistance with any role-related issues or concerns. The Alumni Relations Office can be reached at 1-800-267-7837.

Benefits

- ✚ Satisfaction of volunteering in support of higher education
- ✚ Opportunity to help shape the future of a leading University
- ✚ Opportunity to deepen skills and experience in a variety of areas
- ✚ Opportunity to reconnect at a deeper level with classmates and friends
- ✚ Opportunity to engage with the Queen's Community after graduation

I agree to the above conditions and will serve for a five-year renewable term as Reunion Committee Giving Chair-Fund Reportee.

Date: _____

Name/ Signature: _____

Staff Partner Name/ Signature: _____