**VOLUNTEER POSITION DESCRIPTION**

**Reunion Planning Committee Member**

**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 Purpose & Summary**

A Reunion Planning Committee Member volunteers in partnership with the Department of Alumni Relations & Annual Giving, and is a member of the Queen’s University Alumni Association (QUAA). Alumni volunteering as Reunion Planning Committee Members support the Reunion Coordinator in the planning and execution of the reunion for their group.

**Duties, Responsibilities, & Expectations**

Acts as part of the Reunion Committee, assisting the Reunion Coordinator with planning, communicating, and staging of reunion event(s) to ensure a smooth and enjoyable reunion experience. Duties may include:

- Administering RSVPs/registration independently or working with the Alumni Officer (Reunions) to facilitate registration centrally.
- Keeping track of registration numbers, confirming with event venues/suppliers/caterers as necessary.
- Ensuring that the information about these pieces is accurate in any communication to the group.
- Organizing a class Facebook page, or helping with general communications planning with staff in Alumni Relations & Annual Giving.

Keeps the Reunion Coordinator and any other committee members informed of their work and the impact it has on the upcoming reunion.

**Skills/Competencies**

*If you’re wondering how Alumni Relations defines the following terms, contact your Alumni Officer staff partner for expanded definitions.*

<table>
<thead>
<tr>
<th>Typical competencies of a Reunion Volunteer</th>
<th>While volunteering, you may gain / strengthen</th>
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<tbody>
<tr>
<td>Planner/Organizer</td>
<td>Event planning experience</td>
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<tr>
<td>Communicator</td>
<td>Networking &amp; relationship-building skills</td>
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<td>Decision Maker</td>
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<td>Team Player</td>
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**Benefits of Volunteering**

- Reconnect at a deeper level with classmates and friends and enable reconnection for others
- Engage with the Queen’s Community as alumni
Help shape the future of a leading university
Experience the satisfaction of volunteering in support of higher education

**Staff Partnership**
Reunion Planning Committee Members work in partnership with the Reunion Coordinator and with an Alumni Officer, Reunions. These partners are available for support and assistance with any role-related issues. The Alumni Relations Office can be reached at 1-800-267-7837 or reunions@queensu.ca.

**Time Commitment**
This is a 5-year renewable term. Depending on the number of reunioning alumni or the complexity of the reunion plans, the Reunion Planning Committee Member can typically expect a time commitment of 1-5 hours per month during the year in which the reunion is being held.

**Statement of Understanding**

*I have read the Volunteer Position Description above and agree to serve in this role for a 5-year term.*

Volunteer Name: ___________________________ Signature: ___________________________

Class/Group: ___________________________ Date: ___________________________

*I acknowledge the above agreement and commit to supporting this volunteer throughout their 5-year term.*

Staff Name: ___________________________ Signature: ___________________________

Class/Group: ___________________________ Date: ___________________________