

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 Coordinator is a member of the Queen's University Alumni Association (QUAA) who volunteers in partnership with the Department of Alumni Relations and Annual Giving. Alumni volunteering as Reunion Coordinators plan activities to celebrate their Queen's reunion, and help their fellow alumni renew and maintain connections with one another and with the Queen's community throughout their 5-year volunteer term.

Duties, Responsibilities & Expectations

- ✚ Leads a Reunion Committee to assist with planning and staging of reunion event(s) to ensure a smooth and enjoyable reunion experience.
 - Arranges for accommodation blocks, books suitable event venue(s), organizes production and distribution of reunion merchandise (if applicable), sets the price for reunion-specific events and determines method of payment.

- ✚ Drafts emails that are distributed to reunion groups to:
 - Gather information and ideas regarding their reunion preferences.
 - Inform the group on the development of reunion plans, and how to register and make arrangements to attend their reunion.
 - Request contact updates/corrections/preferences to personal information for Queen's records.

- ✚ Acts as a conduit between their reunion group and the university, bringing ideas and concerns expressed by their peers to the attention of Alumni Relations, as well as bringing information and support from Alumni Relations to their reunion group in a timely fashion.

- ✚ If volunteering as the Class Giving Chair, consults with Queen's Faculty Development Officers to consider incorporating a philanthropic component into reunion plans. Communicates with the Alumni Officer (Reunions) to:
 - Provide contact info updates where applicable to ensure communications are accurate, relevant and aligned with alumni communication preferences.
 - Submit attendee lists and complete surveys post-event to inform and enhance future planning.
 - If the 5-year term is not renewed, ensure an appropriate succession plan is in place so that reunions can continue.



VOLUNTEER POSITION DESCRIPTION

Reunion Coordinator

Skills/Competencies

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

Typical competencies of a Reunion Volunteer	While volunteering, you may gain / strengthen
<ul style="list-style-type: none"> ✚ Leader ✚ Communicator ✚ Creative Thinker ✚ Decision Maker ✚ Influencer ✚ Planner/Organizer ✚ Team Player 	<ul style="list-style-type: none"> ✚ Event planning experience ✚ Networking & relationship-building skills ✚ Strategic decision-making skills ✚ Leadership skills

Benefits of Volunteering

- ✚ Represent an active, engaged alumni body
- ✚ 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 Coordinators work in partnership with an Alumni Officer, Reunions, who supports and assists with communication, logistics, and 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, but the majority of the time and energy required for this role will naturally take place within the year leading up to the reunion itself.

Note: Even within that key year, the time commitment will vary. In peak planning times, such as the very beginning stages (when ideas are being generated by classmates, venues are being booked, etc.) or right around the reunion itself, volunteers might expect to spend several hours a week on reunion-related activities and communication.

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: _____