**Volunteer Position Description**

**Reunion Coordinator for Classes/Groups**

**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) and works in partnership with their Reunion Planning Committee and the department of Alumni Relations.

A Reunion Coordinator is a 5 year renewable term position responsible for forming and leading a committee of classmates to plan an event or activity to celebrate the occasion of their Queen’s reunion.

Reunions of classmates, teammates, or clubmates - whether held on Queen’s campus or elsewhere, during an official Homecoming Weekend or at another time of year – are an important way for alumni to renew connections with one another and with the Queen’s community.

**Major Duties & Responsibilities**

- Forms and provides leadership to a Reunion Committee to assist with planning and staging of reunion event(s).
- Acts as the key spokesperson for the class/group and as an ambassador for Queen’s.
- Gathers information to understand the needs of the class/group.
- Consults with Queen’s Faculty Development Officers to consider incorporating a philanthropic component into reunion plans.
- Drafts and assists with finalizing emails/letters that are distributed to classmates, so that classmates can stay informed on the development of reunion plans and be warmly encouraged to register to attend.
- With the Reunion Planning Committee, reserves accommodation (a block booking) for the class/group reunion.
- In partnership with the Reunion Planning Committee, books a suitable venue for the class reunion event(s).
- Arranges for design, production, delivery, and distribution of class-branded merchandise (if desired).
- Determines overall budget and determines what the cost to individual reunion attendees will be for any events and/or merchandise, such that all general costs incurred will be covered.
- Determines how payment for events and/or merchandise will be received from participating classmates; depending on method chosen, ensuring receipt of funds from participating classmates and payment of invoices may be required.
- Provides any contact status updates from classmates to the Alumni Officer (Reunions), to ensure that central records are accurate and up-to-date.
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Acts as a contact for any reunion-related questions that classmates may have, providing assistance and answers where appropriate, and passing questions on to the Alumni Officer (Reunions) whenever necessary.

Ensures an appropriate succession plan is in place when needed.

Skills/ Competencies Required

- Leader - Leads and supports a team to achieve results
- Communicator - Uses verbal, written and non-verbal communication to gather information and deliver key messages.
- Creative Thinker – Questions conventional approaches, explores alternatives and responds to challenges with innovative solutions or services, using intuition, experimentation and fresh perspectives.
- Decision Maker - Makes decisions and solves problems involving varied levels of complexity, ambiguity and risk.
- Influencer - Gains support and convinces others to advance the objectives of the organization.
- Planner/Organizer - Plans, organizes and prioritizes work to meet established deadlines and standards.
- Team Player – Establishes and maintains effective working relationships with others. Works cooperatively to accomplish shared goals and objectives. Values the diversity of others and their perspectives.
- Detail oriented
- Comfortable discussing financial matters/ fundraising

Skills/ Competencies Acquired

- Project management & event planning experience
- Networking and relationship-building experience
- Strategic decision making and planning experience
- Leadership experience

Expectations & Reporting

Reunion Coordinators are expected to:

- Respond to classmates’ questions and concerns in a timely manner.
- Submit any updates or corrections to biographic/contact data for classmates to the Alumni Officer (Reunions).
- Provide reunions-related communications to the Alumni Officer, Reunions in a timely manner.
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- Provide a list of confirmed event attendees within one month following the reunion so that classmates can be notified of future plans.
- Coordinate payment of invoices (if reunion finances are being handled directly) or submit invoices to the Reunions Office (if reunion finances are being handled by Alumni Relations) in a timely manner.

Time Commitment

This is a 5 year renewable term.

While the time commitment associated with this role may be dependent on the size of the group reunioning and the complexity of the reunion plans, a Reunion Coordinator can expect to spend several hours a month occupied with reunion-related tasks and is encouraged to form an appropriately-sized committee to support these efforts.

In months where an email/letter is being sent out, events/activities/merchandise are at a stage requiring more involved planning, or right around the reunion itself, the role may require several hours a week or more.

Staff Partnership

Reunion Coordinators will work in partnership with the Alumni Officer, Reunions. This staff partner is available for support and assistance with any role-related issues or concerns. The Alumni Relations Office can be reached at 1-800-267-7837 or reunions@queensu.ca.

Benefits

- Satisfaction of volunteering in support of higher education
- Opportunity to help shape the future of a leading University
- Opportunity to represent an active, engaged alumni body
- Opportunity to deepen skills and experience in a variety of areas
- Opportunity to reconnect at a deeper level with classmates and friends
- Opportunity to experience the satisfaction of watching others enjoy reconnecting and reminiscing
- Opportunity to engage with the Queen’s Community after graduation

I agree to the above conditions and will serve for a 5 year term as Reunion Coordinator for my Class/Group.

Date: ____________________________
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Name/ Signature: ____________________________________________________________

Class/ Group: ________________________________________________________________

Staff Partner Name/ Signature: ________________________________________________