REUNION VOLUNTEER POSITION DESCRIPTION

Reunion is a long standing tradition at Villanova University, dating back to 1936. Alumni return to campus to rekindle friendships, revisit a transforming landscape and strengthen bonds to the University. Reunion volunteers are passionate leaders of their class who help to share their enthusiasm with friends and classmates leading up through Reunion weekend.

As part of my service to Villanova’s Reunion Committee, I agree to:

• **COME BACK: Attend Reunion Weekend, May 31-June 3, 2018**
  - Conduct personal outreach to classmates, encouraging them to “come back” to campus for Reunion events; serve as primary point of contact for Reunion questions.
  - Participate in online group meetings & webinars hosted by Alumni Relations and Development staff liaisons & conference calls led by chairs to discuss progress, new initiatives, deliverables and deadlines.
  - Register early to encourage others to sign up for Reunion events once registration goes live.

• **GIVE BACK: Make a personally meaningful gift to Villanova University**
  - Lead by example by making your gift/pledge, and lending your name in Committee Communications to encourage others to support the Reunion Class Gift.
  - Assist the class in achieving its giving and event attendance goals for the fiscal/Reunion year.

• **RECRUIT: Assist in the process of forming a committee**
  - of varying interests and undergraduate campus experiences
  - Work with Staff Liaisons and Committee Co-Chairs to utilize class lists to identify, contact and inform classmates about volunteering (the recommended Class Committee size is 12-15 members per class).
  - Encourage full participation by reaching 100% committee participation, taking part in committee activities and attending Reunion.

Reunion program staff liaisons will support the committees by:

- Providing timely information, resources and up-to-date class data to assist committees in reaching their goals.
- Assisting with recruitment of committees through individual and class outreach.
- Being respectful of committee members availability and time.
- Answering questions in a timely manner to assist with assigned outreach and correspondence.
- Facilitating mass communications to Reunion classes via direct mail and email.