

# SKIDMORE

## Reunion Chair

The Reunion Chair coordinates the planning of class activities for Reunion Weekend. They are the key contact between the Reunion Planning Committee and the Office of Alumni Relations and College Events (ARCE) staff.

### *Volunteer expectations:*

- **Kickstart the creation of the Reunion Planning Committee.**

*Tip: Your goal is to recruit a committee that represents as many different groups as possible. Calling and texting friends and sending emails or letters are all great ways to reach out!*

- **Oversee the Committee's planning process and keep everyone on schedule.**

*Tip: A successful Reunion is one that offers activities for everyone. Decisions on activities should be made with the total cost to classmates in mind.*

- **Following planning weekend, coordinate with other Committee members and Skidmore staff to create the Reunion newsletter (mailed in early September).**

*Skidmore Fund will print, compile and mail the newsletter – you only need to provide text and photos.*

- **Write letters updating the class on Reunion and help author other communications throughout the year.**

- **Reach out to classmates to encourage attendance while ensuring Committee members do the same.**

- **Optional: Set up a class Facebook page.**

*Tip: Encourage Committee members to utilize the page to spark enthusiasm. A Social Media Chair may be a helpful addition to the Committee.*

### *College Contact:*



**Office of Alumni Relations & College Events**

(518) 580-5610 | [alumni@skidmore.edu](mailto:alumni@skidmore.edu) | [www.skidmore.edu/reunion](http://www.skidmore.edu/reunion)