

Reunion Program Committees

Roles and Responsibilities

Recruiting Program Committee Members

All in the class are encouraged and welcome to join the reunion committee every five years! Reunion committees (and your reunion year programming) are strongest when new voices from a variety of backgrounds participate. There are no limits to the number of committee members, and roles (beyond the roles of Chairs, Class Report Chair, and Reunion Treasurer, highlighted below) can be flexible.

A class-wide interest form sent early in the reunion year is a great way to identify new volunteers. Class leaders can also reach out to a specific group (i.e., House, dorm, sport, student activity) and build from there, invite classmates you personally know, and encourage the initial group to invite more members.

Your HAA College Alumni Programs staff liaison will work with class leaders to recruit your reunion program committee by:

- Reaching out to your Class Committee and past reunion program committee volunteers.
- Creating a questionnaire to send to your class inviting them to join the committee

Leaders of the reunion program committee, known as Chairs, will be selected among those interested in being on the committee, if leaders (often past reunion program committee leaders) have not already been identified. Much like how reunion committees are distinct from one another every five years, the Chairs for one reunion need not be the Chairs for the next reunion, although they certainly may indicate interest again. Some may decide to step aside and serve as a committee member in order to give another classmate the opportunity for the leadership role. The HAA staff liaison will work with the volunteers to determine the best way forward.

Expectations and Responsibilities for all Reunion Program Committee Members

- Have fun! This is a joyful and exciting time to reconnect with classmates.
- Review all onboarding and resource documents and be knowledgeable of best practices and other support provided by the HAA.
- Attend committee meetings and/or review notes and next steps.
- Read communications from the chairs and your HAA staff liaison and be responsive.
- Serve as a class (and Harvard) ambassador throughout the year.
- Contribute to reunion planning efforts, highlighting a variety of voices and experiences.
- Contribute to outreach efforts, with a commitment to invite classmates via personal outreach.
- Attend reunion events and serve as a greeter or facilitator during select reunion events.
- Maintain a positive and productive relationship with your HAA staff liaison and fellow committee members with respect for planning protocols and guidelines.
- Commit to joint problem solving with your HAA staff liaison and fellow committee members.
- Share feedback and experiences with your HAA staff liaison and committee members to better support your experience, as well as the experience of future classes and your future reunions.

Beyond the Chairs, Reunion Treasurer, and Class Report Chair, there are no set roles for reunion committees, although classes have recommended certain roles based on past experiences. The Chairs and HAA staff liaison can partner to determine what might work best for your reunion program

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committee, keeping in mind the interests, experiences, and skillset of the volunteers. Volunteers can be part of more than one subcommittee/take on more than one role depending on their interests.

Expectations and Responsibilities for Reunion Program Committee Chairs

Reunion chairs are the lead reunion ambassadors to their classmates. They organize, motivate, and manage the reunion program committee. Reunion chairs work closely in partnership with their HAA staff liaison to develop programming, create an outreach plan, and encourage overall participation.

Key responsibilities include:

- Lead by example with a joyful and collaborative approach to create a fun environment.
- Work in close partnership with the HAA staff to ensure a positive planning experience for the committee, which includes proactive dialogue and a shared commitment to troubleshooting.
- Spread the come-one, come-all message by generating enthusiasm for the reunion year by word-of-mouth, personal interactions with classmates, and general communication.
- Actively recruit, motivate, support, and oversee committee members.
- Build a committee that represents diverse Harvard experiences, affinity groups, and interests.
- Collaborate with HAA staff to plan and implement major class events and ensure planning is fiscally responsible, on time, and on budget.
- Ensure reunion communications reflect the tone, language, and culture of the class.
- Serve as a liaison (as requested) with the Class Report Chair and reunion gift committee to provide updates on events, the Class Report, and general class outreach.
- Draft a programming report to be included in the front matter of the Class Report.
- Address challenges that might surface during the planning process.
- Schedule committee meetings and invite members in partnership with the HAA staff liaison.
- Run committee meetings and manage next steps in partnership with the HAA staff liaison.
- Approve all outgoing communications and work with committee members and the HAA staff liaison to ensure content is accurate and sent in a timely manner.

The chairs will also be part of a larger Reunion Leaders group made up of the chairs from the 5th-70th Reunions, and these leaders will be invited to virtual Reunion Leaders Roundtable meetings to learn about important topics and hear from other volunteers. We hope this group will be a community of practice allowing for the chairs to learn from other volunteers who have planned reunions before. Of course, your staff liaison will continue to be a great resource to determine best practices.

More information for Chairs can be found on the Leadership and Motivation Best Practices document.

Role of Class Treasurer in a Reunion Year: Reunion Treasurer

The Class Treasurer will be asked to serve as the Reunion Treasurer. If they are unable to serve in this role, a proxy should be identified.

The Class Treasurer manages the class treasury and will be consulted about decisions impacting the reunion budget. The HAA will need to have written approval of the reunion budget and pricing from the

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treasurer(s) before the reunion registration form for in-person campus programming launches. If any additional elements are added to the budget following the budget-approval period, the treasurer(s) will need to provide written consent. Following the reunion year, the treasurer(s) will either be given a check if the class accrues a surplus or will be asked to reimburse the HAA from the class treasury if the class incurs a deficit. In cases where the class appoints a different volunteer to serve as reunion treasurer, approval will still be needed by the Class Treasurer for any pieces that might impact the class treasury.

More information can be found on the [Budgeting Process and Best Practices](#) document.

Role of Class Secretary in a Reunion Year: Class Report Chair

The Class Secretary will be asked to serve as the Class Report Chair. If they are unable to serve in this role, a proxy should be identified.

They will work with a staff member in the Class Report Office (CRO), as well as the HAA staff liaison, to raise awareness of the submission deadlines and encourage participation by the class through an outreach campaign in partnership with staff and volunteers. The Chair does not edit or assemble the entries or manage the printing or delivery of the book (the CRO staff member will do this).

The Chair will write a foreword to be included at the front of the book and will work with the Program Chairs and HAA staff liaison to obtain a programming report and reunion committee list to be included at the front of the book as well (in addition to getting a gift committee report and committee list working with the Harvard College Fund volunteer leaders and staff).

Even if not serving as a member of the committee beyond this role, the HAA will include the Secretary on all committee correspondence to ensure they remain informed of all reunion year updates.

Communications/Website/Social Media Subcommittee

While all committee members should include outreach as part of their efforts, these volunteers are responsible for the development of an outreach campaign to encourage classmates to attend programming and submit a Class Report entry. In partnership with staff, they are responsible for the development and execution of a strategy that integrates the use of websites, emails, and social media.

Key responsibilities include:

- Determine a regional, affinity, or House-based outreach effort, and identify leads for those specific groups or regions to reach every classmate through a personal text, call, or email.
- Collaborate with the chairs on class outreach strategies and provide regular updates.
- Assist with the writing of class communications and social media posts.
- Depending on the class's online presence, the committee may identify volunteers to oversee updating of a class website and social media accounts.

More information can be found on the [Outreach and Engagement Best Practices](#) and [HAA Broadcast Email Service](#) documents.

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Programming Subcommittee(s)

These volunteers are charged with developing the programming.

Key responsibilities include:

- Create customized programming based on class interests and age group, to include class survey, Glimpses, TED-style talks, panels, social gatherings, and presentations.
- Ensure panels align with overall reunion planning and recruit panelists with distinct stories.
- Utilize the Class Report to identify themes emphasized by classmates.
- Guide panelists in shaping ideas, panel direction, and event format.

Volunteers can decide to focus their efforts on specific events, or broadly on different categories of events and initiatives, including, as examples, **(1) class survey, (2) virtual programming, (3) regional in-person programming, and (4) the campus-based programming.** Committees can decide if this work should be managed in four separate subcommittees by topic, or all together as a group.

More information can be found on the separate Virtual Events Overview and Best Practices, Pre-Reunion Events Overview and Best Practices, Class Surveys, and In-Person Events Overview and Best Practices documents.

Memorial Service Subcommittee

These volunteers will organize the Memorial Service program, which may include the integration of music, readings, and participation from both the class and clergy. Typically, 5th—20th reunion classes hold their service in a smaller space on campus. Beginning with the 25th Reunion, the service is held in Memorial Church, and the program will involve more logistical pieces. The planner(s) will work directly with the HAA staff liaison on all details related to the service, and not with the church staff.

More information can be found on the separate Memorial Services Best Practices document.

Merchandise and Favors Subcommittee

Some reunion committees might choose to offer a merchandise item (“favor”) to classmates who attend the on-campus programming. Committees also have the alternative or additional option of offering an online on-demand merchandise stores to classmates throughout the year.

Management of merchandise and favors may only need to be managed by the Chairs and the Reunion Treasurer in partnership with the HAA staff liaison, but there might be the opportunity for other volunteers to play a role.

More information can be found on the separate Merchandise and Favors document.