

5th and 10th Reunion Committee Member and Chair Responsibilities

Reunion Program Committee Member and Chair Roles

The purpose of reunion committees is engagement with your class and Harvard during your quinquennial reunion year. Reunion committees will begin to form in late summer or early fall, but classmates are welcome to join the reunion committee at any time during the reunion year. 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.

A reunion committee is not the same as your class committee. The class committee was formed in your senior year and continues into alumni life. Class committee members are strongly encouraged, but not required, to participate in reunion committees.

Reunion committees evolve:

- Serving one year doesn't mean that you're required to volunteer every reunion after this.
- If you can't volunteer this year, you are always welcome to volunteer at a future reunion.
- Reunion committees are specific to each reunion year. So, for example, the 5th Reunion Committee will end after the 5th Reunion, and a new 10th Reunion Committee will form five years later (even if many of the volunteers are the same).

The Class Secretary and Treasurer will be asked to serve as the Class Report Chair and Reunion Treasurer, respectively. Leaders of the reunion program committee, known as program chairs, will be selected among those interested in being on the program committee. One to three people out of those interested will be selected to serve as the program chairs by the Class Committee leadership.

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 HAA staff liaison and respond where appropriate.
- Serve as a class (and Harvard) ambassador throughout the year.
- Contribute to reunion planning efforts, with a focus on diversity and inclusivity and highlighting a variety of voices and experiences.
- Contribute to reunion outreach efforts, inviting classmates via personal outreach.
- Attend reunion events and serve as an informal greeter or facilitator.
- 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 fellow committee members to better support your current experience, as well as the experience of future classes and your future reunions.

5th and 10th Reunion Committee Member and Chair Responsibilities

Expectations and Responsibilities for Reunion Program Committee Chairs

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

Key responsibilities include:

- Lead by example with a joyful and collaborative approach to create a fun environment for the other volunteers and partners.
- 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 around outreach, volunteer management, or event planning.
- Attend regular meetings with the HAA staff liaison.
- Plan reunion program committee meetings and invite members in partnership with the HAA staff liaison.
- Run reunion program 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.