Role Descriptions for Junior Reunions

Co-Chairs

The co-chairs serve as the leads of the Reunion Program Committee and as the primary liaisons between the committee and the HAA. The co-chairs are the leaders for their class and they will help set the tone not only for the planning process, but also for the reunion itself. The HAA looks to these alumni to partner with us in creating fun, engaging, thoughtful, and inclusive programming. In addition to running meetings, co-chairs also ensure sub-committees are staying on track in between gatherings of the larger committee. Co-chairs will have opportunities to connect with co-chairs from other Reunion classes in a series of workshops. Additionally, the co-chairs work closely with the HAA to assemble and approve the Reunion budget and pricing.

Evening Events

Volunteers working on evening events may be involved in menu planning and entertainment selection. These evening events are often cited as highlights of the reunion and as such, we want them to feel representative of the class.

Intellectual Programming

Volunteers helping with the program will plan the intellectual content that is offered during Reunion Weekend. This content can include classmate symposia, faculty addresses, class survey presentations, etc. They will coordinate the outreach to the speakers who will be participating in these sessions and will work with the HAA to determine AV and equipment needs. Junior reunions typically plan 1-2 sessions of intellectual programming, whether that’s a classmate panel, a survey results presentation, Glimpses, etc.

Outreach

Those involved with outreach will be responsible for coordinating with the HAA and the co-chairs on a communications plan to help spread the word and generate excitement about Reunion Weekend and to share salient information. Outreach to the class will begin in the fall and continue until the week after Reunion Weekend. Messaging will come both from the HAA and the committee.

Pre-Reunion Events

While classes are not required to offer pre-reunion events, many do choose to plan them. Those involved with pre-reunion events will coordinate any classmates who offer to host an event in their city and will assist with publicizing these events to the class.