



# Volunteer role description

## Reunion Committee Volunteer

<b>Department</b>	Alumni and Supporter Relations   Advancement Portfolio
<b>Time Required</b>	<ul style="list-style-type: none"><li>— One-off activity 10-15 hours</li><li>— Various times throughout the year (face-to-face, phone and email)</li></ul>
<b>Location</b>	Sydney
<b>Key contact</b>	Alumni and Supporter Relations Team

### The Program

The purpose of hosting a reunion is to reconnect alumni with each other and your course academics. It is an opportunity for alumni to revisit your campus to reminisce of your experiences during your studies, as well as discover any potential campus changes since graduation.

### Role Purpose

The Reunion Committee has a few functions:

- To be the driving force of your reunion and make key decisions involved in the event planning and delivery
- To be ambassadors for your reunion and provide a personal touchpoint for your classmates
- Oversee the planning and execution of the event

### Role Responsibilities

- To decide on the key details of the reunion and any optional extras (date, location, time, catering format, decorations, photographer, DJ, etc.) and liaise with the venue and caterers to book everything in
- Using all quotes (venue/catering/photography, etc) to establish a ticket price
- Advise the Alumni and Supporter Relations Office of the above decisions to create a basic budget and inform a ticket price
- Ensure all details have been confirmed and documents have been provided to the venue
- To liaise with suppliers to confirm specific choices (menus, playlists, AV requirements, etc.)
- Promote the reunion to your cohort using personal and professional connections, as well as encourage fellow alumni to do so
- Keep the Alumni and Supporter Relations Team up to date with your plans for the event
- Provide registration, attendee, and no-show details to the Alumni and Supporter Relations Team

### Knowledge, skills and experience

- Be a member of the graduating class for which the reunion is organised
- Positive and constructive attitude and ability to contribute to a positive University of Sydney culture



- A commitment to being available in the months preceding the reunion
- Proactive and enthusiastic approach to finding and connecting classmates and alumni
- Personable and approachable manner
- Commitment to promoting the mission and vision of the University

## **Support**

- Keep the Alumni and Supporter Relations Team up to date with your plans and reach out if you require any additional support in the process

## **The impact**

- Classmates reconnecting with each other while marking a milestone
- Alumni reconnecting with the University while celebrating the role of their University of Sydney education in their journey

## **General Conditions**

- Act as an ambassador of the University
- Abide by the University's "Code of Conduct" and other policies relevant to the role