MIT ALUMNI ASSOCIATION
REUNION PROGRAM COMMITTEE JOB DESCRIPTION

Working with Alumni Association staff and the reunion chair, the committee promotes the class reunion events, encourages classmates to attend, and provides feedback on the event planning.

Term of Office: MIT Fiscal Year (July – June)

Time Commitment: 1-3 hours per month, depending upon time of year and tasks assigned. Please speak with your staff liaison if you have any questions.

Qualifications:
- Enthusiasm for MIT.
- Participate in monthly committee meetings.
- Commitment to promoting reunion to friends and fellow classmates.

Committee Responsibilities:

- Work with Alumni Association staff and the reunion chair to plan class reunion activities.

- Promote Tech Reunions, cultivate new class volunteers, and drive attendance at the class reunion.

- Contact friends from living groups, sports teams, departments and student clubs about attending the reunion.

- Communicate individually with classmates about the reunion.

- Help Alumni Association staff and reunion chair to finalize details for reunion events.

- Participate in other class activities, including submitting class notes and making a reunion gift.

Training: Alumni Association staff provide training on planning, budgeting and marketing. Staff also assist with many of the logistics involved in the committee's work, including negotiating contracts and providing data for planning and marketing.