Class committee member responsibilities

Class committees are crucial to the reunion planning process. Committee members help to create a personalized reunion experience for classmates through giving, event support, feedback, and outreach to classmates. Below is an outline of committee members’ duties in their service to Reunion Weekend 2018.

1. **Return** to campus for Reunion Weekend: **June 1-2, 2018.** Whether attending a few events or all events, it’s important for reunion committee members to be a part of the weekend. Committee members should plan to be in attendance and serve as honorary “hosts and hostesses” for the weekend. Additionally, committee members’ names will be used in promotional materials and listed online in an effort to inspire attendance.

2. **Reconnect** with classmates and encourage others to attend. In addition to attending events, committee members should expect to:

   - **Commit to personally reaching out to 20 or more classmates to invite them to attend Reunion Weekend.** Your classmates are more likely to return and give back if they hear from a fellow classmate. You are crucial in providing a unique personal touch that staff members cannot offer. GW Law Reunion staff will provide contact information, proposed scripts and language, and assist along the way to support your efforts.

   - **Participate in committee conference calls, held a few times a year, and other committee-driven activities.** These planning calls are important to ensuring each class hosts the best events possible. GW Law Reunion staff rely on class committee members to provide creative ideas and feedback to proposed venues, speakers, etc. Occasionally, class committees decide to take on additional responsibilities, such as posting on social media sites and further personalizing the Reunion events.

   - **Assist in overall marketing and outreach to classmates.** GW Law Reunion staff will send a number of targeted marketing materials and correspondence to each class. The class committee members are valuable resources for helping the staff craft personalized messages that encourage alumni to “return, reconnect, and renew” as part of Reunion Weekend 2018.

3. **Renew** commitment to GW Law and give back.

   - **Make a gift, no matter the size,** to the class scholarship fund. Giving back to GW Law is an important part of Reunion Weekend. Each class is working toward building a scholarship fund, and class committee members are expected to lead by example for the rest of the class by making some level of contribution. GW Law Reunion staff are happy to answer any questions about Reunion giving.

You may join your Reunion Committee by emailing alumni@law.gwu.edu.

We look forward to working with you to make your Reunion a memorable experience!