



## **Culver Class Volunteer Roles**

### **Class President**

Serves as the point of contact for all class related matters. Works with Advancement staff to select Reunion Chair and Communications Chair, as well as any other roles the class deems necessary. Ultimately responsible for the success for the class reunions, mini-reunions, communications and Culver Fund (annual) giving. Holds quarterly conference calls during off-reunion years, and monthly calls during the reunion cycle.

Term: Elected by class at each 5 year reunion cycle.

### **Class Gift Chair (10-Chair)**

The Class Gift Chair oversees the Culver Fund giving campaign for the class each year. Primary responsibility is hitting stated participation and dollar goals. Sets an example by giving at an appropriate level early in the fiscal year. Primary contact is with assigned Culver Fund/Development Officer who serves as the class staff liaison.

Term: Elected by class at each 5 year reunion cycle.

### **Reunion Chair**

Elected/Selected no later than two years out from the next reunion. Creates a reunion team to execute the planning, marketing and completion of a successful reunion weekend. Works closely with Culver Fund/Development officer class staff liaison assigned to class.

### **Reunion Committee**

Selected by the Reunion Chair to help with the planning, marketing and completion of a successful reunion weekend

### **Communications Chair**

Responsible for sending out regular communications to the entire class in accordance with the class communications plan. Writes class newsletters and keeps classmates connected to Culver. Communicates through any medium – mail, email, social media, Culver Connect, etc.

### **Unit/Dorm Representatives**

Generate reunion attendance, class news and Culver Fund participation through individual outreach. Recruited by the class officers. Ideally, the unit/dorm representatives were members of the unit they are responsible for. The best practice for the class is to have at least one individual covering each and every unit/dorm.