



Serving as a Reunion Coordinator

The purpose of the reunion program at the UNC School of Medicine is to bring fellow Tar Heel alumni together to celebrate their shared accomplishments and reconnect with one another and the School of Medicine. As such, a successful reunion depends upon the dedication of volunteers who start planning their reunion experience early, solicit feedback from their classmates, and encourage their active participation in planned activities.

Reunion programming primarily takes place during the annual Spring Medical Alumni Weekend, which brings together School of Medicine alumni for a weekend of activities to celebrate the School. Reunion coordinators help encourage participation in existing programming and take on planning roles for additional class-specific events they wish to hold.

Reunion coordinators should expect to carry out the following duties:

- Participate in at least one planning conversation with Medical Alumni Affairs staff, and be responsive to emailed questions and updates requested by Medical Alumni Affairs.
- Contact classmates and encourage their participation and attendance.
- Gather feedback from classmates about class-specific gathering preferences.
- Carry out planning for class-specific gatherings (i.e. class dinners) including reserving space, communicating details with classmates, and arranging payment details.
- Encourage classmates to make a personally meaningful gift in honor of their reunion year.

Services available from Medical Alumni Affairs:

- Provide an up-to-date class contact list
- Design and send one survey to classmates to gather feedback
- Event planning guidance, including brainstorming possible venues, suggested time frame, and event formats
- Publish class-specific event details on Medical Alumni Affairs website
- Provide a welcome speaker or staff to be on-hand, if requested (pending availability)
- A box of event merchandise that includes SOM décor, nametags, and branded gifts for attendees

Interested? Contact me to receive more information!



Mary Liz Entwistle – Classes of 1979, 1999, 2014

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