

**College of Saint Benedict**  
**Office of Annual Giving in Institutional Advancement**

**Position Title:** Reunion Class Ambassador

**Primary Staff Contact:** Maggie Weber Utsch '00

**Purpose of Position:** Provide support to the reunion planning team by conducting regular and intentional outreach to classmates, encouraging them to come back to campus during their reunion year, and to help increase class giving.

**Responsibilities:**

- Register for Reunion as soon as it is open and rally classmates to do the same.
- Make a gift and encourage others to join you.
- Serve as a point of contact for your class and promote attendance and participation.
- Help IA Staff find “lost” alumnae – those who have lost touch with CSB over the years.
- “Like” the CSB Alumnae Association on Facebook and post and share reunion information on your wall and class pages.
- Write classmates appeal and invitation letter with your sister Reunion Class Ambassadors as directed by staff. Be signatory on letters and emails from CSB about reunion and giving leading up to June.
- Submit alum contact reports based on new information collected from your classmates.
- Ask your classmates to share stories, send photos, and reflect on the role CSB has played in their lives, or plan a pre-reunion to build excitement about attending reunion.
- Attend reunion and be a positive, hospitable presence for your classmates and all reunion attendees.
- Attend the Reunion summits. One will be CSB only and one will be joint.
- Collaborate with SJU Class Representatives to recruit Reunion attendees jointly.

**Qualifications:**

- Must be an alumna of College of Saint Benedict.
- Must have an interest in supporting CSB, its students, and its alumnae.
- Must be your reunion year.
- Must have a willingness to engage in conversations about giving.
- Must be willing to attend (in person, virtually, or through an individual meeting) and participate in the Reunion Summits and any other planned meetings.
- Must have an ability to meet deadlines.

**Time Commitment:**

- The term for a Reunion Class Ambassador is 15 months beginning on April 1. Reunion Class Ambassadors may serve more than one term. (Sample term: For Reunion for classes ending in 4 or 9, the term is April 1, 2018 to June 30, 2019 with Reunion taking place in June, 2019.)
- 4 hours to attend the CSB Reunion Summit, usually in April.
- 4 hours to attend the joint CSB/SJU Reunion Leadership Summit with SJU counterparts, usually in May.
- 2 hours per month conducting communication and outreach with classmates by phone, email or social media outreach. This would include any time planning class gatherings or events.
- 1 hour per month sharing results of communication efforts with IA staff.

(Over)

**Benefits:**

- Maintain a positive connection to CSB.
- Skill development in areas of fundraising, networking and communication.
- Maintain a close connection to your Bennie Classmates.
- Learn insider information about news, events, and accomplishments of the College of Saint Benedict students, faculty and staff.

**Expectations of all Institutional Advancement Expectations:**

- Conduct yourself in accordance with the Benedictine Values that are the foundational behavioral principles for all those connected to CSB.
- Provide financial support to CSB, making CSB a top philanthropic priority in your household.
- Act as a role models for all students and alumnae- contributing time, talent, and treasure for the well-being and success of CSB.
- Act as ambassadors of CSB in your respective communities, promoting the CSB/SJU Reunion and any other opportunities.
- Participate fully in the execution of your volunteer assignment.
- If unable to fulfill your volunteer duties, submit a written resignation to your staff contact and participate in a volunteer exit interview.
- Abide by the Saint Ben’s Confidentiality Agreement for volunteers working with Alums and Volunteer Handbook.
- Turn in a monthly report of your volunteer hours and any mileage driven while fulfilling volunteer duties. (Form provided by IA staff.)

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: please sign two copies. Give one to the volunteer and retain the second for your files.