



Gregory Family Reunion Committee and Subcommittee Positions

President

Duties consist of facilitating committee meetings and making sure that all sub-committees are on track with specific tasks. Direct/guide planning of the reunion to completion. President will keep in touch with Team Leads of the subcommittees regularly.

Secretary

Duties consist of taking planning committee meeting notes, typing and sending minutes to planning committee members. Coordinate with the Team Lead of the Communications subcommittee to send announcements to family members regarding information on the reunion.

Treasurer

Duties consist of maintaining all money received into reunion bank account. Establish record keeping of all expenses and distribute funds for all expenditures. Receive all receipts from Team Leads for expense before distribution can be rendered. Maintain financial records.

SUBCOMMITTEES

Activities Subcommittee

Team Lead: Jasmine Gregory*

Members:

This subcommittee is responsible for planning, organizing, and scheduling all reunion activities (e.g., games, church service, and memorial). They will ensure that planned events are within the reunion budget and funds are appropriately managed. They are in charge of printing the certificates and purchasing prizes for the winners of various games. They are also in charge of finding volunteers to run the games and activities if they can't (or don't want to) do it themselves.

Communications Subcommittee

Team Lead: Sonya Gregory

Members: Jessica Thomason

This subcommittee is responsible for managing the address list and mailing all the various invitations and follow-up reminders. They are responsible for making sure everyone in the family is informed about what is going on by way of mail outs, emails, phone, internet, and/or social media. They will also manage the website and social media accounts (e.g. Facebook and Go Fund Me).



Gregory Family Reunion Committee and Subcommittee Positions

Decorations Committee

Team Lead: Susie Thomason

Members: Dale Moore, Kimberly Deese

This subcommittee is in charge of making the reunion look awesome. They determine the reunion theme and purchase or make decorations to bring the theme into being. The subcommittee makes the place festive and welcoming.

Entertainment Committee

Team Lead: Kizzy Brown

Members:

This subcommittee is responsible for setting the party mood with musical entertainment. They will research and obtain recommendations to identify potential DJs, bands, performers, and photographers. They will inquire about rates; and report back to the reunion committee for final selection.

Food & Beverage Subcommittee

Team Lead: Herbert Alexander

Members: Arnetha Alexander

This subcommittee is in charge of everything food and beverage, from selecting the caterer (if applicable) to planning the food menu and desserts. They are responsible for purchasing paper plates, napkins, tablecloths, dinnerware, etc. for the reunion.

Genealogy Subcommittee

Team Lead: Jessica Thomason

Members: Vivian Gregory

This subcommittee is responsible for researching family history, setting up a family tree, and doing various presentations that highlight the past. This committee will create a display with family members' names for guests to see how they are related to each other. If changes or additions need to be made to the display, the subcommittee will be in charge of updating the chart for the next reunion.

Setup and Cleanup Subcommittee

Team Lead: Jimmy Arnold

Members:

This subcommittee is in charge of setting up and taking down of chairs, tables, and other items for the reunion.



Gregory Family Reunion Committee and Subcommittee Positions

Welcoming Subcommittee

Team Lead: Sonya Gregory

Members:

This subcommittee is responsible for welcoming the guests to the reunion. They are the ones who handle last minute registration; meet the guests at the front door; print nametags; and distribute t-shirts during Meet & Greet.