



Family Reunion Committee Guide

SHARE THE WORK AND DEFINE CLEAR ROLES

Suggested Roles

Role	Primary Responsibility
Family Coordinator	Keeps the overall plan moving and serves as central family contact.
Communications Lead	Maintains contact list and distributes official family updates.
Activities Lead	Coordinates family activities and shared experiences.
History & Legacy Lead	Collects stories, photographs, traditions, and recognition information.
Youth Lead	Helps plan age-appropriate youth and teen participation.
Budget/Shared Expense Lead	Tracks approved family-level shared expenses; does not collect travel payment-card data.
Travel Liaison	Routes booking-specific questions to the authorized travel provider.

Committee Ground Rules

- Define who can make which decisions.
- Keep travel payments inside the authorized reservation process.
- Document major family decisions.
- Avoid promising travel inventory, prices, or exceptions before confirmation.
- Respect privacy when handling family contact information.
- Use volunteers so one relative does not carry the entire reunion.

Our Committee

Role	Name	Contact

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