

Nominating Chair Handbook

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Master Time Line

Notes:

Summer Before Reunion

The Office of the Alumnae Association sends the nominating chair a letter and instructions, a current list of classmates, and a previous class officer list. Choose two or three classmates to serve on the nominating committee.

Early Fall Before Reunion

Publicize that you are looking for new class officers, and explain that elections are open and democratic. If no one expresses interest, begin contacting classmates to fill the positions.

Dec. 1 Before Reunion

Send the Office of the Alumnae Association a nominating report as well as names of candidates for the five class offices. This slate of officers will be mailed to classmates along with the reunion registration materials in mid-February.

Nominating Committee Composition and Role

Notes:

It is the nominating committee's responsibility to find new class officers and assemble a slate of officers to be voted on during the class meeting at reunion. Please read through this handbook, as it is a valuable resource when you have questions.

Form Committee

Review the current classmate list and cull two or three names of potential committee members. Ask them to join the committee, explaining the work to be done, the timeframe, and the estimated monthly time commitment.

Publicize Class Officer Positions

Spread the word that you are looking for new class officers. Typical methods include class letters, phone conversations, and broadcast e-mail messages (facilitated by the Office of the Alumnae Association). Update the class website to include officer job descriptions, or link to the descriptions at:

http://www.wellesley.edu/Alum/Volunteer/Docs/Class_execboardpositions.pdf

Explain that elections are open and democratic and encourage anyone who is interested in serving the class to contact you by a certain date.

Receive Nominations and Self Nominations

Compile all nominations by position (president, vice president, secretary, treasurer, annual giving representative), and keep a list of classmates interested in each position. If you receive nominations for the annual giving representative position, please note that any candidate for the annual giving position must be vetted through the Office for Resources. The phone number is 800-358-3543.

Call and Interview Candidates

Call each candidate to determine their suitability for the position. Members of the nominating committee making these calls should all use the same interview questions and criteria for evaluation. Be realistic in explaining the responsibilities of each position. If a candidate decides to withdraw, or the committee decides the classmate might not be a good match at that time, note the change on the nomination list.

Notes:

Determine Which Candidates Will Be Placed on the Slate

After the nominating committee has called all of the candidates, the committee should convene (either in person or via conference call) to discuss the candidates. One candidate or two, if they are sharing responsibilities, per position should be forwarded, unless there is strong interest in a given position. If so, the slate becomes a ballot and multiple candidates are presented for the open positions. We ask that a class officer not serve more than one consecutive term in a given position until after the class's 55th reunion so more class members can become involved with class activities and the College.

If There Are Still Open Positions

You may find that you have open officer positions—that there are no nominations for a given volunteer role. To find a candidate, begin by reviewing the class list and previous officer list. Remember, previous officers can hold another office, just not the same office consecutively. Determine if there are any classmates that are a natural “fit” with the open position. Make a list of potential volunteers for each position and rank them according to who would be the strongest candidate. Contact the first classmate and invite her to serve. Continue down the list until the position is filled.

Forward a Nominating Committee Report by December 1

Submit a committee report to the Office of the Alumnae Association. Please include all members of the nominating committee, the nominations list—including those who may have been removed from contention, the interview questions, and the list of final candidates. If there is a contested position, please note it, as well as if a position is to be shared between two classmates. Slates will be mailed with reunion registration materials in February. Those not submitted by the December 1 deadline will be mailed at the expense of the class.

Class Officer Job Descriptions

All terms of office are five years. All officers are expected to attend Alumnae Leadership Council (a volunteer training session held during a weekend in the fall) at the start of their first and fourth years in office.

Notes:

President

This person should be active in the Alumnae Association and class activities. She should be organized! Her primary role is to keep classmates informed about the College and class activities. This is done via at least one class communication per year.

Duties

1. Attend Alumnae Leadership Council
2. Produce class letters
3. Conduct annual executive board meetings (may be conference calls)
4. Appoint committee chairs
5. Oversee class meeting at reunion
6. Fill executive board vacancies
7. Act as ex-officio member of all class committees except nominating committee
8. File annual report with Office of the Alumnae Association

Vice President

This person should be outgoing and social. Her primary role is to keep classmates connected to one another via mini reunions.

Duties

1. Attend Alumnae Leadership Council
2. Organize mini reunions
3. Assume role of president if she resigns or can no longer perform her duties
4. File annual report with Office of the Alumnae Association

Secretary

This person must enjoy writing. Her primary role is that of class crier.

Duties

1. Attend Alumnae Leadership Council
2. Write quarterly class-notes column for Wellesley magazine (500 words)
3. Record minutes of executive board sessions and class meeting at reunion, and send copies of minutes to the Office of the Alumnae Association for inclusion in the permanent class file.

Notes:

Treasurer

This person must be good with numbers. Her primary role is to manage class finances. The class treasury supports class activities—mailings, mini reunions, memorials, executive board conference calls, travel expenses for Alumnae Leadership Council delegates—and in some cases, provides seed money for the class record book and reunion. The treasurer does not fund-raise for the College.

Duties

1. Attend Alumnae Leadership Council
2. Manage class treasury and bank account
3. Send dues notice to classmates each year and maintain class dues records
4. Oversee class expenses and conduct any necessary financial transactions
5. Facilitate use of treasury funds for class gifts
6. Maintain list of class life members and send updates to the Office of the Alumnae Association on an annual basis
7. File annual financial report with the Office of the Alumnae Association

Annual Giving Representative

This person must be organized and well known by her classmates, and either have some fund-raising experience or be interested in and/or comfortable with fund-raising. Her primary responsibility is to manage the class's annual giving and reunion campaigns, which include: communicating fund-raising news and needs to classmates, soliciting annual gifts for the College, increasing donor participation, and managing a team of annual giving assistants that she recruits. The nominee should demonstrate an understanding of the importance of annual giving through consistent financial support of the College.

Duties

1. Attend Alumnae Leadership Council and other volunteer conferences, as appropriate
2. Support Wellesley College financially every year
3. Manage class annual fund-raising campaign
4. Recruit annual giving assistants
5. Contribute to class and appeal letters and report gift results during class meeting at reunion
6. Appoint additional fund-raising volunteers

Nominees for this position should not be contacted unless they have been approved by the Office for Resources. Please call that office at 800-358-3543 for further information.

F.A.Q.s for Nominating Chair

Notes:

1. Who creates the slate of officers?

The nominating chair should appoint a committee to solicit nominations for class office. This committee is responsible for contacting classmates, informing them of available offices, and generating interest in volunteering for an upcoming 5 year cycle. The committee then interviews each candidate, and creates a final slate of officers.

2. How do I pull together a nominating committee?

The Office of the Alumnae Association can provide you with contact information for classmates who have indicated an interest in volunteering for their class. This information can also be a resource for contacting potential volunteers for class office, if you do not receive sufficient response from your initial correspondence to classmates.

3. Can an alumna serve more than once as a class officer?

We encourage all alumnae to volunteer for class office, and therefore discourage serving consecutive terms in a given capacity. In the absence of interest from other alumnae, however, we welcome dedication to the cause!

4. Why does the Office for Resources have to vet candidates for the annual giving representative?

It is both important and appropriate that candidates for annual giving representative have a history of financial commitment to the College. The Office for Resources, as the source of this information, is best qualified to evaluate and validate potential candidates.

5. Why do I need to submit the slate of officers by December 1?

Once the slate arrives at the Office of the Alumnae Association, it is sent to the printer. The printing process can take several weeks, including proofs and final drafts. The material is then sent to a mailing house which assembles and mails packets to alumnae. Because of the time involved in completing this process, we set the deadline at December 1 to assure a timely mailing. Slates not submitted by the December 1 deadline will be mailed at the expense of the class.

6. Who distributes the slate of officers?

The Alumnae Association sends the slate of officers to each reuniting class two months prior to reunion, to familiarize alumnae with the candidates. This also gives any interested classmates not on the slate an opportunity to petition for consideration for an office at the class meeting during reunion weekend.

Sample Emails

Notes:

When publicizing class officer positions, you may consider sending out a broadcast e-mail. Below are sample emails that you may use. Remember that the Office of the Alumnae Association facilitates these emails. If you would like to send a broadcast e-mail, please provide your office contact with at least 2 weeks notice.

First E-mail to Classmates—summer before reunion

Dear Class of _____:

Our _____ reunion is quickly approaching and it will soon be time to elect a new set of class officers. We are now accepting nominations for the positions of president, vice president, secretary and treasurer. Descriptions of each of these positions can be found at the following website:

http://www.wellesley.edu/Alum/Volunteer/Docs/Class_execboardpositions.pdf

Class officers play an important role in keeping their classmates connected to the college and to each other. Each officer serves a five-year term which begins at our next reunion. Class officers are invited to attend Alumnae Leadership Council twice during their term, in their first and fourth years. The Alumnae Association staff provides training and support throughout the five-year term.

Elections are open and democratic. If you are interested in filling one of these positions, or would like to nominate another classmate, please contact me at _____. I will be accepting nominations until November 1, 200x.

Warm regards,

Name
Nominating Chair

Second E-mail to Classmates—September before reunion

Notes:

Dear Class of _____:

Thank you to all who have responded to my last e-mail about class officer positions. We are still looking to fill the positions of _____. Descriptions of each of these roles can be found at the following website:

http://www.wellesley.edu/Alum/Volunteer/Docs/Class_execboardpositions.pdf

Please do not hesitate to contact me if you have any questions. I will be accepting nominations until November 1, 200x.

Warm regards,

Name
Nominating Chair

Notes:

Third E-mail to Classmates—October before reunion

Dear Class of _____:

There are just _____ short months until our reunion and we are still looking to fill the class officer position(s) of _____. Please visit the website below for complete descriptions of these positions.

http://www.wellesley.edu/Alum/Volunteer/Docs/Class_execboardpositions.pdf

Class officers provide an important service to Wellesley College and to our class. We are looking for individuals who can keep our class engaged and connected. Please contact me if you have any questions about the positions or the nomination process. I will be accepting nominations until November 1, 200x.

Best wishes,

Name
Nominating Chair

Office of the Alumnae Association Contacts

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