

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 your search for new class officers, and explain that elections are open and democratic. If no one expresses interest, begin contacting classmates to fill the positions.
December 1 before reunion	Send the Office of the Alumnae Association a nominating report as well as names of candidates for the five class officers. This slate of officers will be mailed to classmates as part of the reunion registration materials in mid February.

Nominating Committee Composition and Role

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.

Notes:

Form a 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 load, the time frame, and the estimated monthly time commitment.

Publicize Class Officer Positions

Spread the word 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 (800-358-3543).

Call and Interview Candidates

Call each candidate to determine their suitability for the position. Nominating committee members making these calls should 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.

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 them. One candidate per position should be forwarded (two, if they are sharing responsibilities), 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.

Notes:

If There Are Still Open Positions

You may find 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 slates not submitted by the December 1 deadline will be mailed at the expense of the class.

Class Officer Descriptions

All terms of office are five years beginning at the end of Reunion Weekend. All officers are expected to attend Alumnae Leadership Council (a weekend training session in the fall) at the start of their first and fifth years in office.

Notes:

President

The primary role of the president is to keep classmates informed of class activities and engaged with the class and College. This includes sending at least one class communication per year.

Duties

1. Attend Alumnae Leadership Council in the first and fifth years of the term
2. Support board members and ensure they complete their duties
3. Produce class communications
4. Conduct annual executive board meetings (may be conference calls)
5. Appoint committee chairs
6. Oversee the class meeting at reunion
7. Fill executive board vacancies
8. Act as *ex-officio* member of all class committees except nominating committee
9. File an annual report with the Alumnae Association office

Vice President

The primary role of the vice president is to keep classmates connected to one another via mini reunions.

Duties

1. Attend Alumnae Leadership Council in the first and fifth years of the term
2. Organize mini reunions
3. Assume the role of president if she resigns or can no longer perform her duties
4. File an annual report with the class president

Secretary

The primary role is to record and share class notes.

Duties

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

Notes:

Treasurer

The 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 in the first and fifth years of the term
2. Grow the class treasury by actively soliciting annual dues and Life Membership dues
3. Manage the class treasury and bank account, and establish a class budget
4. Maintain class dues records
5. Oversee class expenses and conduct any necessary financial transactions
6. Facilitate the use of treasury funds for class gifts
7. Maintain a list of class life members and send updates to the Alumnae Association office by June 15 of each year
8. File an annual tax return, 990 EZ and Schedule A with the IRS by November 15 (All materials and instructions will be mailed)
9. File an annual financial report with the class president

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 recruiting and managing a team of annual giving assistants. 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. Financially support Wellesley College every year
3. Manage the class's annual fund-raising campaign
4. Recruit annual giving assistants
5. Contribute to class and appeal letters
6. Report gift results during the class meeting at reunion
7. 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.

Frequently Asked Questions

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 reuning class at least 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 E-mail Messages

Notes:

When publicizing class officer positions, you may consider sending out a broadcast e-mail message. Below are sample e-mail messages you may use. Remember that the Office of the Alumnae Association facilitates the sending of a broadcast e-mail. If you would like to send a broadcast e-mail, please submit your request via the below with at least two weeks notice:

http://www.wellesley.edu/Alum/Volunteer/Classes/Forms/class_bcst_email_request.html

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 fifth 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, 20xx.

Warm regards,

Name

Nominating Chair

Second E-mail to Classmates—September before reunion

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 at _____ if you have any questions. I will be accepting nominations until November 1, 20xx.

Warm regards,

Name
Nominating Chair

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 at _____ if you have any questions about the positions or the nomination process. I will be accepting nominations until November 1, 20xx.

Best wishes,

Name
Nominating Chair

Office of the Alumnae Association Contacts

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106 Central Street
Wellesley, MA 02481-8203

781-283-2331
fax: 781-283-3638
www.wellesley.edu/Alum

Events Staff

Heather Tromblee
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(Working with: 1930, 1935, 1940, 1945, 1950, 1955, 1960, 1985)

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