

WELLESLEY  
BLUE PRINT

CLUB  
NOMINATING  
CHAIR TOOLKIT  
2018



Dear Club Nominating Chair,

We would like start by thanking you for your time, your enthusiasm, your hard work, your patience, your energy, your ideas, your sense of humor, and your leadership.

We recognize all the things you do and appreciate them greatly. We are here to help you celebrate engagement of every kind and work with you to find potential solutions to any challenges you may face.

We are excited to share this BLUEprint Toolkit and additional resources with you to support your development as a club volunteer. In addition to formal documents such as roles and responsibilities and sample bylaws, we plan to add content as we learn of exceptional and unique ideas for volunteer recruitment and motivation. Please send us your most successful and most creative ideas. We'd love to share them with other clubs to help them engage and thrive.

We look forward to working with you in all the myriad ways to connect alumnae to each other and to the College.

Best regards,



Lesley Robertson '88  
Director of Alumnae Engagement Programs



Janet Monahan McKeeney '88  
Director of Alumnae Engagement Logistics





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# Wellesley College Alumnae Association Mission



*The mission of the Wellesley College Alumnae Association is to support the institutional priorities of Wellesley College by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.*

## Volunteer Tenets

All alumnae volunteers are guided by the Wellesley College Alumnae Association (WCAA) mission. We are always looking for alumnae interested in sharing their time, energy, and spirit as volunteers for Wellesley. The following tenets are designed to guide you in your volunteer role(s).

As a Wellesley volunteer, you agree to:

- Treat all alumnae and staff with respect and civility in person, in email, in print, and social media.
- Commit to a role that suits your skills and capacity.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, club, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Actively seek opportunities to engage new alumnae.
- Resolve any conflicts in a transparent and open manner.
- Acknowledge any potential conflicts of interest and recuse oneself when appropriate.
- Keep your contact information current at [alum.wellesley.edu](http://alum.wellesley.edu), including address, email, and phone number. As a volunteer, you must agree to be contacted by the WCAA or other alumnae via any of these channels.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.

## Role Responsibilities

The club nominating chair plays a pivotal role in the club's election process. The nominating chair is appointed by the club president in consultation with the club executive board no later than mid-January.



- The nominating chair should meet with the club president and executive board to determine which club officer roles will be elected that year.
- Together with the website and communications chairs, the nominating chair should issue two calls-to-action to all members of the club.
- The first call-to-action is for volunteers to serve on the nominating committee. Volunteers for the nominating committee are ineligible to stand for any elected office during the upcoming club elections. The deadline to express interest in serving on the nominating committee should be no later than the end of January to give you enough time to fill the rest of the committee. You can link to a Google Form in your call to action email and announcement on the website in which you can invite interested alumnae to put their names forward to serve on the nominating committee and submit a statement of interest. The nominating committee is a fairly intense, but time-limited way to become more involved with the club.
- The call for nomination is a good opportunity to contact alumnae with no emails on file via paper mail and a printed reminder that they have no email listed in their profile.
- Once you have the volunteers for the nominating committee, you should build a committee as defined in your bylaws. If your bylaws do not address the nominating committee specifically, please be aware that the nominating committee should represent the broad diversity of the alumnae body.
- Set times for the nominating committee to meet, in person or via phone, Skype, Google Hangout, etc.
- The second call-to-action is for volunteers to fill the officer roles which will turn over that year. You can send a Google Form with a call-to-action email that links to the role specific toolkits

and also invite alumnae to indicate any and all positions in which they would be interested. Most club bylaws allow for officer roles to be shared by two clubmates as co-officers.

- Be sure to ask for a statement of intent from any alum who wishes to stand for office. Be clear about the deadline to submit one's candidacy
- The deadline for the officer call-to-action should be before mid-March so the nominating committee has time to reach out to each nominee and compose the slate of officers for ratification.
- Once the nomination deadline has passed, meet with the nominating committee and develop a process for how each of you will evaluate the candidacy of the nominees. It is recommended that the committee call each nominee to discuss their interest.
- Remember that the nominating committee is crafting a slate who they believe will work well together for the good of the club and who represent the broad diversity of Wellesley alumnae.
- If there is not a nominee for a specific role, the nominating committee should engage in outreach to prospective officers.
- Once the nominating committee has agreed on the nominees for each position the slate should be posted on the club website and social media channels.
- The slate should be emailed with the ballot (which can be a Google Form or a Word document they can download and complete) to all alumnae with emails and via hard copy to those alumnae who have not yet added an email to their profile.
- The ballot should be active for a set period of time and should be long enough to allow for the sending and return of hard copy ballots. Voting should remain confidential. Remember the vote is whether or not to approve the slate of officers presented by the nominating committee.
- The nominating chair should track the voting progress.
- Together with the communications, newsletter, and website chair the nominating chair should continue to announce and encourage voting within the voting period.
- Once the voting period has ended, the nominating chair should verify the votes and announce if the slate has been approved.
- At the club annual meeting, the nominating chair announces that the slate has been ratified and introduces the new club officers.

## Communications and Social Media

As nominating chair, you should reach out to alumnae on a regular basis and use every opportunity to encourage alumnae to sit on the nominating committee or stand for office on the club executive board. You should also work closely with the communications team to distribute the ballot to ratify the proposed slate of officers and encourage timely voting.



### Newsletters/Emails/Social Media

- Together with the club communications leader, establish a timeline for regular communication highlighting the calls to action, announcing the proposed slate of officers and encouraging voting to approve the slate.

## Online Resources

Here are some other [helpful resources](#).

# WCAA Policies and Guidelines

## Appropriate Use of Alumnae Information

Current alumnae volunteers may be given access to alumnae information. The information provided is for official Wellesley College alumnae use only. Use of the information for any non-Wellesley College Alumnae Association purpose - including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any mailing other than alumnae related events - is strictly prohibited. Any misuse of the data may result in legal action from the Wellesley College Alumnae Association.

The information provided is maintained by the Wellesley College Alumnae Association database and is accurate as of the date it was retrieved.

Wellesley College takes seriously its responsibility to protect the privacy of the members of the Wellesley College community. We have recently updated our [Privacy Notice](#), which should make it easier for you to understand what information we collect, why we collect it, and how it's used

If you have any questions about appropriate usage of either alumnae information, contact [alumnae@wellesley.edu](mailto:alumnae@wellesley.edu).

## Charitable Donations

Each Wellesley club/club/SIG is a 501(c)(3), a non-profit organization, whose mission is to connect Wellesley alumnae to the College and to each other. Each club/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and as such must operate in a manner that upholds the shared mission of the club/club/SIG and the WCAA so that both the club/club/SIG and the WCAA may maintain their legal standing as non-profits.

While community service can be a large part of a club/club/SIG's engagement, direct financial support of another charity is not permitted. All money collected by the club/club/SIG must be utilized to further the mission of the club/club/SIG, the WCAA, and Wellesley. In other words, funds raised and held in the club/club/SIG's bank account are to be used to connect alumnae to each other, the club/club/SIG, the WCAA, and the College or may be donated to the club/club/SIG's scholarship fund, if applicable, or as a gift to the College. Direct financial support of another 501(c)(3) is outside the club/club/SIG's mission, and therefore must not occur.

If you have any questions about a club/club/SIG's financial responsibilities, please contact [alumnae@wellesley.edu](mailto:alumnae@wellesley.edu).

### Non-Discrimination Policy

Each Wellesley club/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and is closely associated with Wellesley College through the club/club/SIG's mission to connect Wellesley alumnae to the College and to each other. As such, each Wellesley club/club/SIG is expected to share Wellesley College's commitment to providing equal opportunity in employment and education to all employees, students, and applicants of Wellesley College. Wellesley College policy strictly prohibits discrimination or harassment on the basis of race, religion, color, sex/gender, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Wellesley College is committed to making its programs and campus accessible and compliant with all applicable non-discrimination laws. Sexual harassment, including sexual violence, is a form of gender discrimination that is illegal and prohibited by College policy. Retaliation against any individual for making a complaint regarding this type of conduct or for participating in the investigation of such a complaint, is not tolerated.

If you have any questions about this non-discrimination policy, contact [alumnae@wellesley.edu](mailto:alumnae@wellesley.edu). You can also review the College's website for more information.

# WCAA Contact Information

Wellesley College Alumnae Association  
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## Alumnae Engagement Team

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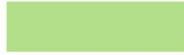
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# WCAA Staff Contacts by Region



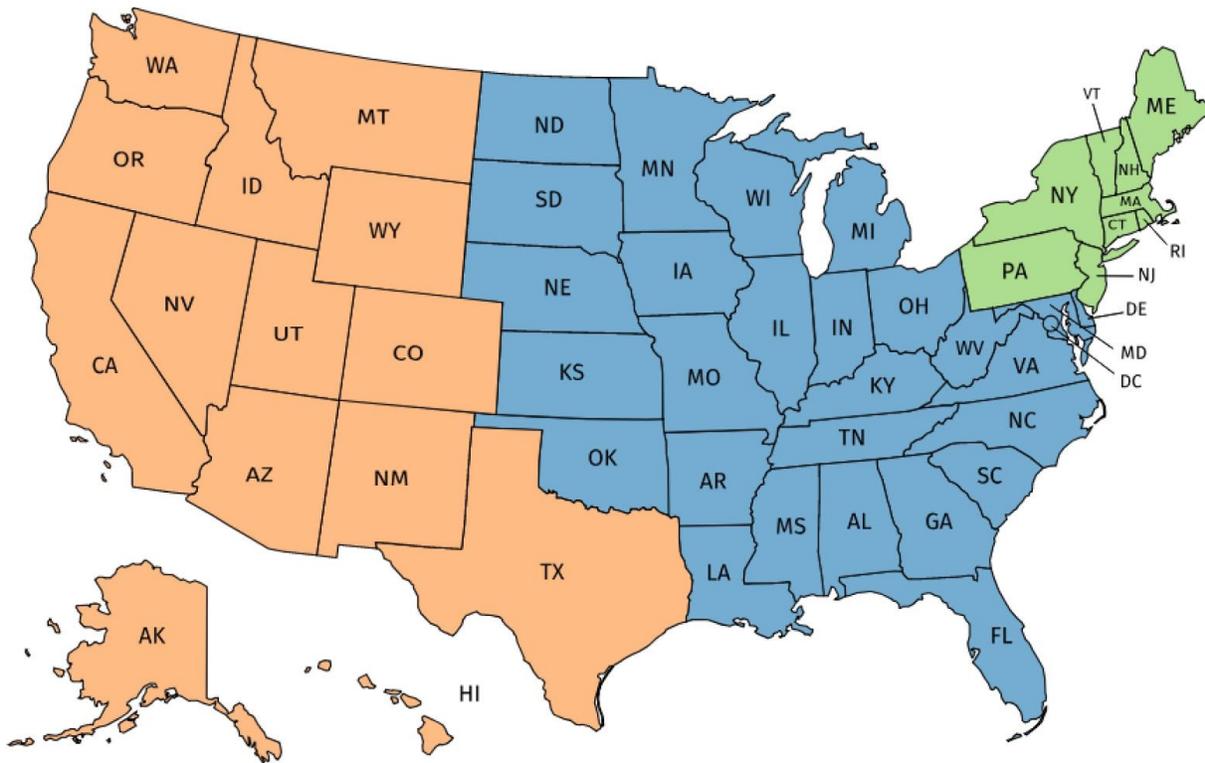
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