

WELLESLEY
BLUEPRINT

SIG
NOMINATING
CHAIR TOOLKIT
2018



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



- The nominating chair should meet with the SIG president and executive board to determine which SIG officer roles will be elected that year and review the election process in the bylaws.
- Typically there are two calls-to-action, the first is for the nominating committee (unless, pursuant to your bylaws the board appoints the entire nominating committee). The second call-to-action is for the board roles up for election that year. Together with the website and communications chairs, the nominating chair should issue these two call- to-action to all members of the SIG.
- The first call-to-action is for volunteers to serve on the nominating committee, unless your SIG board appoints the nominating committee. Volunteers for the nominating committee are ineligible to stand for any elected office during the upcoming SIG elections. The deadline to express interest in serving on the nominating committee should be no later than the end of January so you can 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 SIG.
- 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 it is important that the nominating committee have alumnae representing different decades and geographic locations.
- Set times for the nominating committee to meet, in person or via phone, Skype, Google Hangout, etc.
- Once the nominating committee is created, it should immediately issue a call for nominations for the specific officer roles to all members of the SIG. You may work together with the website and communications chairs to get this message out.

- 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 SIG bylaws allow for officer roles to be shared by two SIG members as co-officers.
- Be sure to include role descriptions for each officer position.
- The call for nomination is a good opportunity to contact alumnae with no emails on file via regular mail and remind them that they have no email listed in their profile.
- Be sure to ask for a statement of intent from any alumnae who wishes to stand for office. Be clear about the deadline to submit one's candidacy.
- The deadline for the officer call-to-action is determined by each SIG, but 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 of incoming officer nominees for the roles that will turn over that year who they believe will work well together for the good of the SIG and who represent a range of class years and geographic locations.
- 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 also be posted on the SIG 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 mailing 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 during 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 SIG annual meeting, the nominating chair announces that the slate has been ratified and introduces the new SIG 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 SIG 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 SIG 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.

Charitable Donations

Each Wellesley SIG/SIG/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 SIG/SIG/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 SIG/SIG/SIG and the WCAA so that both the SIG/SIG/SIG and the WCAA may maintain their legal standing as non-profits.

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

If you have any questions about a SIG/SIG/SIG's financial responsibilities, please contact alumnae@wellesley.edu.

Non-Discrimination Policy

Each Wellesley SIG/SIG/SIG operates under the umbrella of the Wellesley College Alumnae Association and is closely associated with Wellesley College through the SIG/SIG/SIG's mission to connect Wellesley alumnae to the College and to each other. As such, each Wellesley SIG/SIG/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. You can also review the College's website for more information.

WCAA Contact Information

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