WELLESLEY
B L U E PRINT

SIG NOMINATING CHAIR TOOLKIT

Dear SIG Nominating Chair,

Thank you for the time, enthusiasm, hard work, patience, ideas, and sense of humor you contribute to this role in support of Wellesley. Your work to expand engagement with all alumnae is critical to our collective mission to support institutional priorities by connecting alumnae to the College and each other.

We are here to work with you to find potential solutions to any challenges you may face and to help you celebrate engagement of every kind.

This BLUEprint Toolkit is meant to serve as a launch pad and a reference point. You will find your role description and helpful tips, as well as links to resources that we will keep updated throughout the year. The toolkit gathers your resources into one starting point, but if you ever have a question, please always feel free to reach out to your key contact in the Alumnae Association. We are happy to help.

On the 5th of each month, we will send you our "Top 5 on the 5th" e-blast. This monthly update contains important pieces of information for all volunteers, messages we encourage you to share with your constituents, and a "High Five" feature of an alumnae group doing something great. You should be proud of the work you do and we want to share your successes with other volunteers! Please send us your stories and tips to help inspire our collective work.

Thank you for all that you do for Wellesley. We look forward to working with you to connect alumnae to the College and each other.

Best regards,

Kathryn

Kathryn Harvey Mackintosh '03
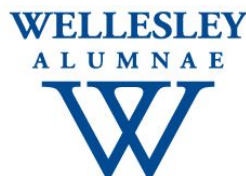Executive Director
Wellesley College Alumnae Association

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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 on 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 nominations 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 alums 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.
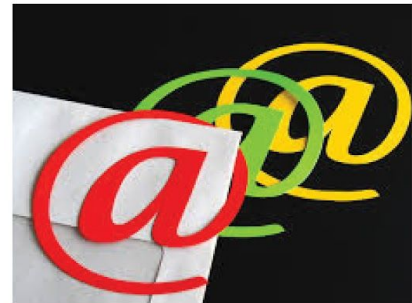
Newsletters/Emails/Social Media

- 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.

Resources and Contact Information

Online Resources

Visit our Online Resources page for:

- Technological Help Form: Request website help, member lists, labels for mailings, and help crafting emails on behalf of your class/club/SIG.

- Event Sign-In Template: A printable sign-in sheet for events.

- WCAA Email Information: An explanation of our email policy.

- Online Directory: An alumnae directory that is searchable by class, location, career, employer, and much more.

- Alumni Magnet (website) manual and video tutorials.

- Much, much more!

Conference Calls and Virtual Meetings

- Schedule a conference or video call via Zoom Meeting. Zoom is an easy, reliable cloud platform for video and audio conferencing, collaboration, and chat, across mobile devices, desktops, and telephones. Reach out to your key contact for login credentials to use the Alumnae Association's account for your group.

WCAA Contact Information

Wellesley College Alumnae Association
106 Central Street
Wellesley, MA 02481-8203
781.283.2331
fax: 781.283.3638
www.wellesley.edu/alumnae

WCAA Policies and Guidelines

WCAA List and Email Policies

The Wellesley College Alumnae Association (WCAA) may provide class, club, and shared identity group (SIG) leaders with access to lists of their members upon request. These lists contain information useful to volunteer leaders for planning events, managing communications, and calculating metrics. The information shared in these lists is sensitive data and is provided at the discretion of the WCAA.

The WCAA is unable to include alumnae email data in these lists for many varied reasons, including but not limited to the following:

● The Wellesley College Alumnae Association is a 501(c)3 Nonprofit organization and therefore subject to privacy restrictions including the EU's General Data Protection Regulation and domestic anti-spam laws. All email communications on behalf of the WCAA and its umbrella organizations are legally mandated to provide an option for recipients to unsubscribe or opt-out of receiving future emails. Private mass emails do not allow direct unsubscription from Wellesley mail and therefore are not permitted. Platforms such as Paperless Post are not tied to the Wellesley database and any unsubscribe requests will not be captured for future communications.

● All broadcast emails to classmates, club members or SIG members should be sent through the WCAA's official website newsletter function, which is connected to the College's alumnae database.
   ○ The College's records database tracks updates, email accounts that send back mail as undeliverable, and unsubscribe requests. Changes are continuously being made.
   ○ This ensures that communications are sent to the most current email addresses.
   ○ For help sending emails, please submit a request here.
   ○ Personal, one-on-one emails may be sent between alumnae.

● The WCAA offers online directories for all classes, clubs, and SIGs, as well as an all-alumnae general directory, which can be filtered by name, class, state, city, country, current or past employer, job title, or occupation. To access the general directory, please visit https://www.alum.wellesley.edu/people.html. To view your class, club, or SIG directory, please visit their respective websites.
   ○ Please note: while the online directories provide email addresses for many alumnae, compiling these addresses into a private list, or using them to send mass emails is strictly prohibited.

○ Solicitation emails are not permitted under any circumstances, regardless of the number of recipients.

● The College and the WCAA aim to meet industry standards of our institutional peers, and we are committed to safeguarding alumnae information. You may [view our full privacy policy here](#).

While broadcast emails are a useful means of communicating with classmates and club/SIG members, they are just one means of contact. Many groups have had great success by varying their communications between email, print mailings, the HIVE, social media, Facebook groups, and in-person events. If you need help reaching a particular individual or group, please reach out to your WCAA staff contact for assistance.

It is the responsibility of each alum to provide the College with any changes in contact information to ensure they are listed correctly. Alumnae can report these changes to recordupdates@wellesley.edu or call our toll-free record updates number at **1.800.339.5233**. If you receive news about alumnae contact updates, please let us know.

Charitable Donations

Each Wellesley class/club is a 501(c)(3), a non-profit organization, whose mission is to connect Wellesley alumnae to the College and to each other. Each class/club 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 class/club and the WCAA so that both the class/club and the WCAA may maintain their legal standing as non-profits.

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

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

Non-Discrimination Policy

Each Wellesley class/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 class/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. You can also review the College's website for more information.

WCAA Staff Contacts

CLASS YEARS	WCAA CONTACT
1940s	Janet Monahan McKeeney '88
1950s	Janet Monahan McKeeney '88
1960s	Kelly Gallagher '14
1970s	Darcy Kupferschmidt '12
1980s	Emily Rankin Welch '99
1990s	Emily Rankin Welch '99
2000s	Emily Rankin Welch '99
2010s	Darcy Kupferschmidt '12
CE/DS	Tulika Verma
SIGS	Tulika Verma

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