Shared Identity Groups

ALUMNAE LEADERSHIP TRAINING

WELLESLEY BLUE PRINT

OCTOBER 2020

WELLESLEY ALUMNAE

Volunteer Tenets

- 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, class, 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.

New for SIGs This Year

- Virtual Open House at Reunion 2021
  - Dedicated time during Reunion Weekend 2021 for each SIG
  - Advertised by the WCAA to all alums
- Dedicated budget of $600 provided by the WCAA for programming needs
  - Expenses need to be submitted to the WCAA for reimbursement
- Faculty Speaker Program
  - Faculty Speakers are available to SIG's for the first time. Please contact Emily Rankin Welch '99 for more information.
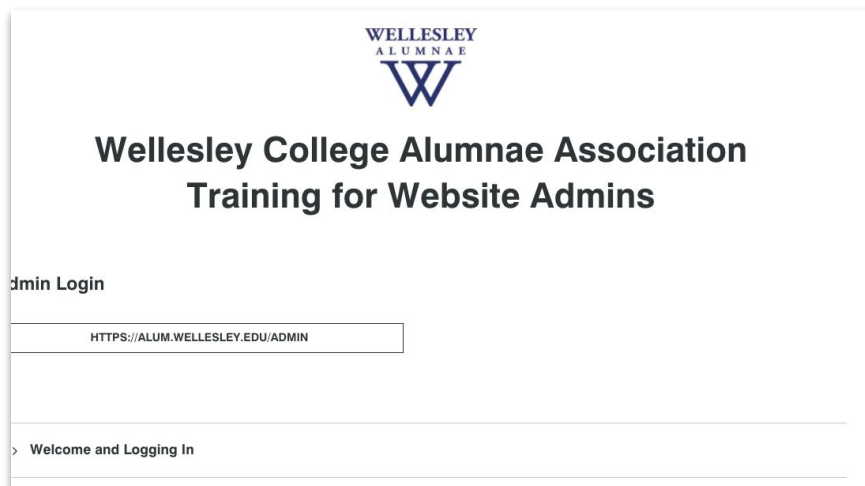
Your New Website

The WCAA rolled out a new website platform in Spring 2020!

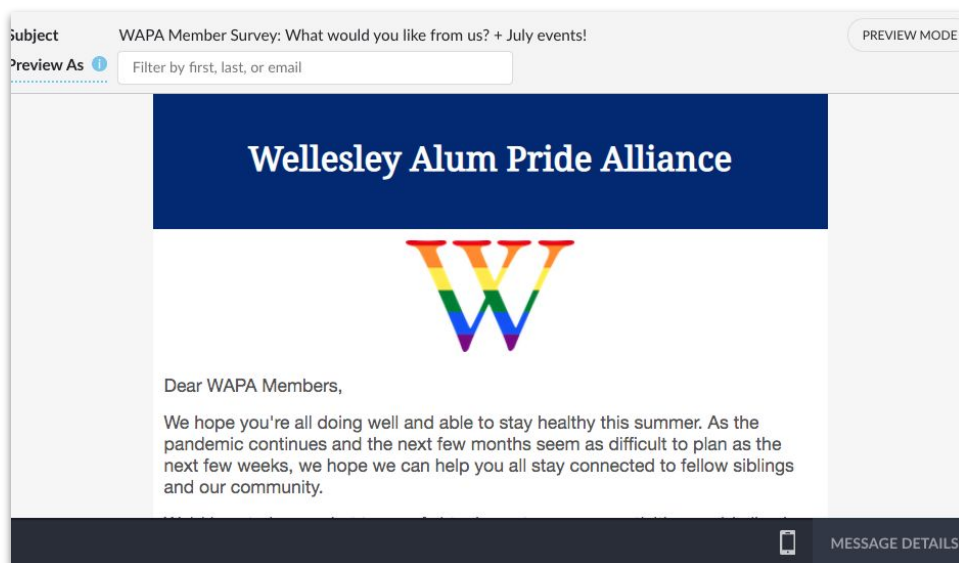**If you need admin access, reach out to Emily Rankin Welch '99.**

Website Resources

Training tutorials are available to walk you through:
- sending an e-blast
- posting a news update
- creating an event with registration/tickets
- membership

If you need help sending an email, you can still submit a request via our **Technology Help Form.**

Joining SIGs
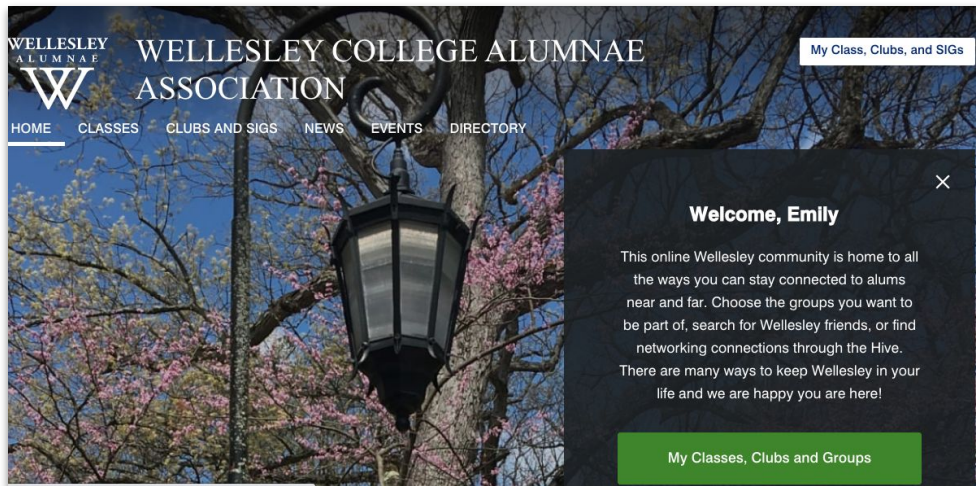
- Go to alum.wellesley.edu and log in
- Select "My Clubs, Classes, and SIGs"
- Click "Manage My Subscriptions"

- Alums can adjust their group memberships and email preferences here.

1. Unsubscribe From Group Emails

> MANAGE PREFERENCES

You will remain in the group(s) directory and have it show up under your "My Class, Clubs, and SIGs" menu.

2. Subscribe to Group Emails

> MANAGE PREFERENCES

Subscribe to group(s) emails only, but not be a part of the group directory. Choose your options under the Subscriptions section of this form.

1. Join a Group

> JOIN A CLASS, CLUB, OR SIG HERE

You will be included in the group(s) directory, view it in your "My Class, Clubs, and SIGs" menu, and receive emails.

2. Remove Yourself From a Group

> REMOVE YOURSELF FROM A CLASS, CLUB, OR SIG HERE

You will be included in the group(s) directory, have it show up under your "My Class, Clubs, and SIGs" menu, and receive emails.

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Events Ideas (Virtual for 2020-21)

- Faculty Lecture Program ***NEW FOR SIGs***
  - For 2020-21 the Faculty Lecture Program is virtual.
  - More information on requesting a speaker can be found here: https://www.wellesley.edu/alumnae/lifelonglearning/speaker or reach out to Emily Rankin Welch '99
- Alum talks
- Wellesley Racial Justice Initiative (WRJI) programming
- Book Club
- Cocktail Hours
- Wellness & Exercise classes
- Game night
- Holiday celebrations

Do We Know Your Officers?

SIGs are asked to submit an Annual Report during the summer. This information, including up-to-date officers, is crucial in making sure you receive communications from the WCAA.

Top 5 on the 5th

TOP 5 ON THE FIFTH

News for WCAA Volunteer Leaders

WELLESLEY ALUMNAE

Welcome! That greeting rings true for all of our new volunteers, those who are returning, and to the Alumnae Association staff who are back to work full-time after periods of furlough this summer. We are glad to be working together to find new ways to strengthen connections to Wellesley and with alums everywhere. There is a lot we can learn from each other right now. Many of you have found new ways to hold events, maintain outreach, and explore different topics, which you can read more about below. We also encourage you to use Leadershare, a discussion forum on the Hive for volunteer leaders to share ideas and ask questions that peers in other groups can answer. As the academic year at Wellesley began this week, we too are ready for the opportunities that fall brings.

All SIG officers receive *Top 5 on the 5th*, full of updates for volunteers. Let us know if you are not receiving it!

Annual Report

- **Online submission - President**

  - Link sent out via Top 5 on the 5th

- **Sample questions**

  - How do you communicate with your members?

  - What were your successes? challenges?

  - Confirmed list of SIG Officers

Volunteer Resources
Toolkits and Online Resources

- Technological Help Form
- Website tutorials
- Event Sign-In Template
- Social Media Guidelines
- Policies and Guidelines
- Leadershare
- Zoom instructions
- Staff Contacts list
- and more!

https://alum.wellesley.edu/volunteer

Role-based Toolkits

What is in the Toolkits?

◆ Volunteer Tenets

◆ Role responsibilities

◆ Helpful tips on Board meetings

◆ How to recruit volunteers

◆ Event planning

◆ Communications

◆ Social media guidelines

◆ Online resources

https://alum.wellesley.edu/volunteer/volunteer-toolkits