

Hampshire College Alum Action Group Policies and Procedures

1. Mission and Description

The mandate of the Alum Action Group (“AAG”), which was established at the invitation of the College’s president, is to support the mission, values, and philosophy of Hampshire College by building ongoing alumni engagement, acting as ambassadors for Hampshire, and supporting the College in achieving its fund-raising goals. The AAG works to establish, maintain, and build lifelong connections among alums, thereby strengthening alumni leadership as a College resource.

1.1. The AAG functions by partnering and engaging with the office of Alumni and Family Relations (“AFR”) on its projects and events. Members also work on projects and organize events run by the AFR and other offices within the College, as requested. The AAG helps to recruit other alums to participate in events and to support the College, financially and through volunteer activities. The AAG as a body will zealously advocate for alums, recognizing that this body is the main voice of the alumni community, beyond the individual alums who serve on the Board of Trustees.

The director of Alumni and Family Relations serves as the primary staff liaison to the AAG and is responsible for working with the AAG to ensure activities are aligned with the mission and goals of the College and for making decisions about the use of College funds and resources (including staff time). The Director will facilitate connection between the AAG and the College President, Chief Advancement Officer, and other senior administrators as needed. The elected alumni trustees, as ex-officio AAG members, facilitate communication between the AAG and the Board of Trustees.

2. Composition of the AAG

2.1. Regular members

There will be between 13 and 17 members on the AAG. These members should be dedicated to supporting Hampshire’s place in higher education and assisting in making a Hampshire education accessible to all those who will benefit from it, creating individuals who are capable of effecting true change in the world. These members should represent a variety of perspectives, professions, lived experiences, and the full diversity of the Hampshire alum community, including in terms of race, gender, sexuality, ability, geography, decade of attendance, and other criteria stated in this document.

2.2. *Ex officio* members

Both elected alumni trustees, and the Director of Alumni and Family Relations (AFR), will be non-voting *ex officio* members.

2.3. Chair of the AAG

The chair of the AAG is elected by a vote of the members. If no member self-nominates, the previous chair will work with AFR to nominate a candidate from the current AAG membership. The chair will serve for two years, and be eligible to serve one additional term as chair as voted by the membership.

2.4. Committee chairs

Committee chairs will be appointed by the Chair, based on volunteers from the AAG membership. Committee chairs will serve for the duration of the Committee, or for a term of one year (whichever is shorter). Committee Chairs will be responsible for establishing a regular meeting cadence with their committee and for reporting progress back to the full AAG.

2.5. Secretary

A staff person from AFR will serve as secretary (non-voting) to the AAG. The AAG Operations and Engagement team will also appoint a secretary to capture and share meeting minutes and generally help to support overall operations. If the secretary is not available, a member of the AAG will step in to serve in the secretary role.

3. Eligibility for Membership

3.1. Regular member

Alum Action Group members must be Hampshire graduates or “alums of record” (those who attended the College for at least two full years), with preference given to graduates of the College.

Candidates for the Alum Action Group should:

- Commit to a three-year term
- Demonstrate a strong affinity for the College
- Be able to articulate the effect Hampshire has had on their lives
- Show a history of connection to the College
- Have demonstrated leadership experience at Hampshire and/or in the context of another community

3.2. AAG Candidate Selection Criteria

During each recruitment cycle current AAG membership will define priorities for incoming members based on the current needs of the organization. At a minimum, these criteria shall include:

- Complement the current AAG body makeup
- Efforts will be made to ensure representation of alums in terms of geography (especially representing areas with large numbers of Hampshire alums), decade of attendance, and other factors, including but not limited to race, ethnicity, ability, gender, gender expression, sexual orientation, and financial status
- The AAG supports and will endeavor to reflect in its membership the College's [Commitment to Diversity](#)
- Engagement with the College
- Relevant professional, volunteer, and educational experience
- Strengths that align with the current needs and mission of the AAG
- Commitment to serving the expected tenure of the AAG term
- Volunteer experience with other institutions
- Willingness to participate in /contribute to fundraising appeals, as a volunteer and/or donor to Hampshire on an annual basis
- Interest in joining one of the existing committees

4. Terms of Office

Terms will be three years, with a chance for one renewal. After two terms of consecutive service, members must take a hiatus of one year before being able to rejoin the AAG. Terms of members will be staggered so that approximately one third of member terms will end annually.

5. Returning Members

Members who left the AAG in good standing may apply to rejoin after a one-year break in service.

6. Vacancies

If an AAG member leaves their position on the committee prior to the fulfillment of the term, the Operations and Engagement Committee may recommend leaving the position open for the remainder of the term. If the need is strong, the Operations and Engagement Committee, in coordination with AFR, will propose candidates to fill the balance of that term. Once the balance of the open term is complete, the member will be eligible to renew for one full three-year term pending annual review process by the Chair.

7. Annual Evaluations

- Self-evaluations will be completed by all AAG members on an annual basis prior to the annual meeting.
- The evaluations will be held in confidence by the chair, the director of AFR, the secretary, and the Operations and Engagement Committee.
- The evaluations will be reviewed by the chair, who may interview members to discuss their commitment for renewal. Evaluations will be based around the member responsibilities in section 10, below, and on expectations outlined in the AAG Norms document.
- Finally, the self-evaluations will be given to the Operations and Engagement committee for review.
- Should any AAG, or ad hoc member be deemed not to be meeting their responsibilities, the AAG chair, and in consultation with the full AAG or a selected committee of AAG representatives, will ask them to resign their position.

8. Resignation

Any member of the AAG may resign at any time by giving written/electronic notice of such resignation to the chair. Failure to attend three consecutive AAG meetings, by phone, electronic means, or in person, without informing the director of AFR or the AAG chair, shall result in a default resignation of AAG membership.

9. Compensation

Members of the AAG serve without compensation but may be reimbursed by Alumni and Family Relations for pre-authorized expenditures related directly to their AAG obligations.

10. Responsibilities

10.1. Regular Members

Mandatory Responsibilities:

- Volunteer for Hampshire programs when possible
- Participate in a majority of AAG meetings
- Serve on at least one committee
- Make an annual gift to Hampshire and support the college during fund drives
- Attend at least two on-campus events over the three-year term
- Promote Hampshire in their social and professional circles
- Send an updated bio to the chair/co-chairs of the Operations and Engagement Committee annually (or as requested)
- Help organize and recruit attendees for reunions and on-campus events as requested by AFR
- Keep current on Hampshire news

Additional Suggested Responsibilities:

- Be an active participant in all AFR and college questionnaires and communications (e.g., College website, Hampshire Network, and *Non Satis Scire*)
- Encourage other alums in their network to update their contact information with the college, participate in the Hampshire Network and volunteer for AAG initiatives
- Is an active volunteer for the Hampshire Fund
- Attend a majority of Hampshire events in their geographical area
- Participate in the various Hampshire social media channels
- Demonstrate pride in Hampshire attendance

10.2. (Associate) Director of Alumni and Family Relations (role as related to AAG)

- Serves as primary liaison with all offices of the College
- Represents the College and its needs to the AAG. Works with the Chair to create meeting agendas, provides necessary background information and meeting documents, and ensures that appropriate College staff are engaged to further AAG mission and projects. Ensures that the responsibilities of the secretary of the AAG are fulfilled in a timely and accurate manner.
- Participates in all full AAG meetings
- Assigns staff liaisons to work with committees
- Responsible for budgetary matters and/or reimbursements related to AAG activities
- Works with the AAG chair to orient new members
- Serves as tie-breaker vote if needed

10.3. Chair of the AAG

All the responsibilities of regular members and:

- Chairs all general AAG meetings
- With the AFR Director, creates agendas for AAG meetings
- May call special meetings of the AAG, as needed
- Serves as an *ex officio* member of all committees
- Appoints a new committee chair should there be a vacancy
- Establishes any ad hoc committees as deemed appropriate in consultation with the director of AFR
- Conducts annual member evaluations

- Serves as primary spokesperson of the AAG and all of its achievements
- Serves as or appoints a spokesperson for the AAG at College events and as needed
- Assists in recruitment and selection of committee chairs and all others who will serve
- Acts as liaison with AFR between scheduled meetings

10.4. __ Committee Chairs

All the responsibilities of regular members and:

- Chairs their committee meetings
- Works with staff liaison to schedule meetings and create agendas
- Call special meetings of their committee as needed
- Gives a committee report at each general AAG meeting (either written or oral)

10.5. __ Secretary

- Records and distributes minutes of the AAG meetings
- Works with the AAG chair and the director of AFR to schedule meetings of AAG and committees
- Arranges for communication technology such as conference call software prior to each meeting
- Prepares and distributes meeting packets prior to all meetings
- Maintains all AAG records
- Is a member of the AFR staff

10.6. __ Ad Hoc Committee Members

- Members of the greater alumni community may serve as ad hoc members of the enrollment or fundraising committees
- Any joining volunteer will adhere to the AAG norms and perform according to regular committee member responsibilities (see 10.1)

10.7. __ Eligibility to Run in Alumni Trustee Elections

- Members of AAG are allowed to submit their names for consideration (or to be nominated by another alum) for the biannual Alumni Trustee election process, with the understanding that AAG membership does not provide any special consideration in this process.
- If they are planning to submit their name, they should not be part of the Operations and Engagement committee and should plan to join a different committee during that whole election fiscal year (July 1-June 30).
- If a current AAG member is elected Alumni Trustee, they should resign their AAG position at the end of that fiscal year; there will be no concurrent membership at both AAG and the Board of Trustees.

11. Meetings

There will be at least four regular meetings of the AAG per year, scheduled at least one month in advance. All meetings will have virtual attendance options. If attending the AAG retreat represents an undue financial burden for any members, they can reach out to the Director of Alumni and Family Relations for possible financial support.

11.1 Transparency and Relationship with Other Alums:

The AAG is committed to transparency and sharing details of their efforts with the greater Hampshire community. Minutes from the regular meetings and the public meetings will be published online on the Hampshire Network in a timely fashion.

12. Voting Procedures

Quorum is defined as fifty percent plus one of all regular, non-ex officio AAG members. Regular motions and decisions of the AAG shall be determined by consensus whenever possible. In the event that consensus cannot be reached and a vote is needed, motions and decisions shall pass if fifty percent plus one of those voting are in favor. If needed in voting, the AFR director will serve as tiebreaker.

13. Selection Process

- The Nominations process will begin in a timely fashion so that new members can be determined in advance of the annual meeting. Determinations will be made with sufficient time to facilitate new members joining the annual meeting in June.
- The director of AFR and the AAG secretary will work with Advancement to collect data on prospective members.
- The Operations and Engagement Committee will conduct a preliminary review of the nominations to narrow down the candidate pool to a maximum of 15 applicants per selection cycle or three applicants per vacancy.
- The chair of the Operations and Engagement Committee will distribute the information to all AAG members and facilitate a process to approve new members.
- If there is a tie among candidates, the AAG chair will make the final decision in consultation with the Operations and Engagement Committee.
- The director of AFR and the AAG chair will be responsible for orientation of all new members.

14. Standing Committees (and corresponding charges)

Standing committees and charges may be altered as agreed upon by the membership, Chair, and director of AFR. Ad hoc committee members can be on all standing committees except for the Operations and Engagement committee. Each committee, in consultation with the AAG chair and director of AFR, may determine the number of non-AAG members it will have.

14.1 AAG Operations & Engagement:

- Responsible for ongoing operations of the AAG, including scheduling and meeting facilitation.
- Establish and revise transparent policies and procedures for member responsibilities, new member recruitment and selection, etc.
- Manage regularly scheduled meetings and consult on agenda.
- Increase transparency by facilitating the posting of meeting minutes on the Hampshire Network and publicizing on social media.
- On a biannual basis, support promotion of alumni trustee election, review nominees for the position of elected alumni trustee and propose slate to the Trusteeship and Governance Committee of the Board of Trustees.

14.2 Enrollment Standing Committee: Work in coordination with AFR and Admissions to recruit and retain Hampshire students, with outreach activities, and an emphasis on connecting alums to potential students and driving higher application rates, and increasing accepted offers of admission

14.3 Fundraising Support Standing Committee: Work with Advancement to increase the financial support of alums to the College. Partner with Advancement to support volunteer efforts associated with the Hampshire Fund and any other large scale fundraising opportunities.

15. Ad hoc committees and working groups

Ad hoc committees and working groups may be established for projects as identified by the AAG, in partnership with AFR. The director of AFR and the AAG chair shall approve the establishment of any such proposed committees or ad hoc groups, and define their scope and task(s).

16. Amendments

The AAG will vote on any amendments to this document at the annual meeting. Once a quorum has been met, 75 percent (three-quarters) majority of those participating in the meeting is required to amend any procedure.