



AADC Affinity Group Guidelines

The following principles and practices should guide the work of all approved AADC Affinity Groups:

- ✚ Must engage alumnae through a shared affinity and/or experience.
- ✚ Must develop a vision statement.
- ✚ Must be assigned an AADC staff liaison.
- ✚ Shall conduct programs, which help carry out the general mission of the AADC. At least one of these programs should be held every 2 or 3 reunions
- ✚ Should create opportunities for diverse alumnae participation in AADC activities that seek to strengthen the AADC's mission to support alumnae.
- ✚ Shall not collect membership dues. Must support the AADC's Annual Giving Appeal by participating and encouraging group members to give an annual gift.
- ✚ Active v. Inactive status: Affinity Group must host consistent¹ events and have at least ten alumnae attend each event to be active.
- ✚ Must choose one of the two following leadership structures:
 - **The Executive Board structure** -- used for groups that desire a traditional leadership structure where there is a chair who leads a board of up to five additional alumnae who carry out the work of the affinity group. This designation best fits groups that want each member of the executive board to have *specific responsibilities at all times*.

¹ "Consistent events" are defined as a minimum of one event per semester (fall and spring). In the event the Group falls below the minimum of ten attendees on three separate occasions within the year, the Group's status will change to inactive. All inactive Affinity Groups will then work with their assigned AADC Staff Liaison to determine next steps.



- **The Leadership Team structure** -- used for groups who desire a more flexible leadership structure. With this structure, there are co-chairs who organize an entire team to complete the work of the affinity group. Instead of having prescribed roles, each member of the leadership team takes on responsibilities as needed.

- ✚ Must determine its own officer elections process every two years, to be held before the end of the fiscal year (i.e., June 30).

- ✚ Chair/Executive officer expectations:
 - Must be active member(s)² of the AADC.
 - Must serve for a two-year term
 - Must convene periodic Affinity Group meetings throughout the year, draft the meeting agenda (where applicable), and submit meeting minutes to the AADC staff liaison for archiving purposes;
 - Must ensure all activities are consistent with AADC mission.
 - At least one Executive Officer shall serve as point person for all group activities and may commission other executive officers and/or sub-committee member to assist and oversee event;
 - Must submit an annual event and program proposal/schedule to assigned AADC staff liaison at the beginning of the fiscal year (i.e., July 1);
 - Must send out emails to members with time and place of meeting(s) and events, and registration deadlines;
 - Should recruit additional alumnae to assist in planning and organizing alumnae gatherings, events and programs;
 - Must provide AADC staff liaison with event feedback and pictures to update AADC webpage and social media.
 - May create social media page to communicate with group members;

² This means she must have contributed the required minimum to the AADC Annual Appeal



- Two Executive Officers (or representatives elected by the Group) shall represent the Affinity Group at Alumnae Council. An official substitute may represent either one when necessary.

 Affinity Group meetings and event expectations:

- All events must adhere to the AADC's mission. The AADC will **not** sanction the following types of events:
 - Events endorsing specific political parties and religious groups;
 - Events hosted at private clubs that have discriminatory policies; and/or
 - Events seeking to solicit unilateral business and charitable donations.
- All costs for all events must break even

 At least one meeting shall take place at the Ruth Schilling Hennessy Alumnae Center.

 AADC staff liaison functions and expectations:

- Affinity group will be assigned one AADC staff liaison;
- AADC will provide webpage space on AADC website to showcase Affinity Group activities and list Executive Officers. The AADC staff liaison will ensure group's webpage is maintained and updated, as needed;
- AADC staff liaison will review group's event proposals, assist Chair in setting up event dates/times, and setup online registration, where necessary;
- AADC staff liaison will maintain official archives of a Group's meeting and/or event attendance lists;
- AADC staff liaison will make copies of Group meeting agendas;
- AADC staff liaison will monitor and report Group's budget to the Chair; and will also process all event invoices on group's behalf.
- AADC will accommodate the Group's at the Ruth Schilling Hennessy Alumnae Center for meetings and events, as needed.