



ALL ABOUT THE ANNUAL REPORT

May 18, 2021



HARVARD
Alumni Association

Harvard University Alumni Affairs & Development (AA&D) programs and volunteer opportunities respect the rights, differences, and dignity of others. Those taking part in AA&D activities, are expected to demonstrate honesty, integrity, and civility in those activities, and are accountable for their conduct there with University alumni, students, parents, volunteers, employees, and invitees.

MEETING NORMS

This is a forum for learning with and from each other. In order to actively connect during this hour, please:

- Keep your camera on
- Ensure your first and last names are listed on your tile
- Remain muted unless speaking
- Introduce yourself (name and cohort) before speaking
- Use the “raise hand” function to ask a question

The mission of the Harvard Alumni Association is to foster mutually beneficial relationships among Harvard University, its alumni, and its students to strengthen the common bond among Harvard alumni and to advance the endeavors of the University.

VISION

HAA Clubs and Shared interest groups are geography-, interest-, and identity-based alumni communities that embody the values of respect, innovation, trust, collaboration, sharing, and inclusion.

The HAA seeks to create an environment where Club and Shared Interest Groups Leaders are

- **informed** regarding their responsibilities, how to connect their communities to each other and Harvard, and how to engage HAA resources and programs;
- **in touch** with HAA staff and each other to share successes, challenges, needs and wisdom; and
- **empowered** to question, create, replicate, iterate and innovate in their efforts to grow and strengthen the Harvard alumni community.

I Annual Report & Officers Listing Overview

II Form Review

III Benchmark Breakout Discussions

ANNUAL REPORT & OFFICER LISTING

The Annual Report

- helps Clubs and SIGs benchmark and set goals
- informs Staff Liaison and HAA Director for Clubs and SIGs support
- provides a comprehensive picture of the breadth and depth of club and SIG engagement
- yields benchmarks and insights to benefit all clubs and SIGs
- drives HAA resource priorities

The Officer Listing

- is the official HAA documentation of your organization's leaders
- should be completed alongside the Annual Report and whenever new officers are elected
- determines who receives communications and resources from the HAA

Both the Annual Report and Officer Listing are due on July 15, 2021.

Tips & Tricks

- One report per organization (chapters **do not** complete reports)
- Use the PDF as a pre-worksheet
- Start early and pace yourself
- Complete collaboratively with your fellow board members
- Review, delegate, draft, refine
- Note items for board follow up as you go
- Once ready to submit, complete the Annual Report and Officer Listing in one go
- Download your completed form for your records
- Questions?
 - clubs@harvard.edu for form-related questions
 - Staff Liaison for other questions