



# ALUMNI LEADERSHIP CONFERENCE NEW LEADERS SEMINAR

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Director, HAA Clubs & Shared Interest Groups



**HARVARD**  
Alumni Association

## NEW LEADERS SEMINAR GOALS

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- Familiarize new HAA Club and Shared Interest Group leaders with HAA structure, support, and services.
- Introduce new leaders to crucial aspects of a well-functioning Harvard Club or Shared Interest Group.
- Provide the foundation for relationships among new leaders of HAA communities groups to facilitate ongoing peer-to-peer support and collaboration.
- Build relationships among new and established Club and SIG leaders to make attending the ALC more fun and comfortable for new attendees.

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.

**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.



# HARVARD ALUMNI ASSOCIATION AND HAA CLUBS & SHARED INTEREST GROUPS: AN OVERVIEW

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**Joslyn Evans**

Associate Director, HAA Clubs & Shared Interest Groups

SIG Program Manager



**HARVARD**  
Alumni Association

The Harvard Alumni Association was founded by a small group of alumni in 1840 to “embrace all the alumni without discrimination.”

The Associated Harvard Clubs was established in 1897.


The two organizations merged in 1965 to form what is now the Harvard Alumni Association.



## DEGREES BY SCHOOL

- 92,448** Harvard College
- + **81,783** Harvard Business School
- + **40,555** Harvard Law School
- + **32,887** Harvard Graduate School of Arts & Sciences
- + **26,813** Harvard Graduate School of Education
- + **22,119** Harvard Kennedy School
- + **16,955** Harvard Extension School
- + **14,945** Harvard Chan School of Public Health
- + **13,995** Harvard Medical School
- + **12,118** Harvard Graduate School of Design
- + **7,229** Harvard Divinity School
- + **6,408** Radcliffe College
- + **2,638** Harvard School of Dental Medicine

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= **343,303**   
Alumni Worldwide\*

AND **100%** are members of the  
Harvard Alumni Association

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The HAA maintains and enhances a highly engaged, vibrant community of 340K+ alumni/ae and more than **14,000 volunteers** around the world



**University-Wide Programs**

- **\*Club & SIG Leaders\***
- HAA Board (includes **Directors for Clubs & SIGs**)
- Alumni Interviewers
- Crimson Connectors

**College Alumni Programs**

- Association of Harvard College Class Secretaries & Treasurers
- Class Committees
- Reunion Committees
- Activities Chairs (formerly City Captains)



**The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide.**

**We** facilitate alumni connection with the University and each other through **communication, participation & volunteerism** spanning five areas of focus:

- Intellectual Content
- Campus and Student Connections
- Alumni as Insiders
- Active Citizenship
- Alumni Communities

Clubs & SIGs are independent, **alumni-led** organizations **recognized** and **supported** by the Harvard Alumni Association



**100%**

HAA Clubs and Shared Interest Groups are open to all University-Wide alumni

THERE ARE

**199**

Clubs

**58**

SIGs

**44**

Contacts

AND

**46**

HAA Directors  
for Clubs & SIGs



# PROGRAMS & RESOURCES

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## Lindsey Kelley

Assistant Director, HAA Clubs & Shared Interest Groups  
Staff Liaison for Professional Interest, General Interest,  
Religious Identity & Undergraduate-Based SIGs and Clubs in  
Canada & the Western U.S.

## Shae Callahan

Assistant Director, HAA Clubs & Shared Interest Groups  
Staff Liaison for Clubs in Europe & the Eastern U.S.



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# HAA PROGRAMS & RESOURCES

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## Communicate

- Updated contact information for regional alumni/members
- Event marketing
- Digital tools (website, broadcast email, membership management, etc)
- Harvard Magazine group subscriptions (international)

## Participate

- Faculty Speakers Bureau (domestic)
- Global Networking Night
- The Game: Harvard v. Yale Viewing Parties
- Welcome to Your City
- Online content
- SIG convenings

## Volunteer

- Harvard Prize Book
- Early College Awareness
- Summer Community Service Fellowships
- Nonprofit Board Recruitment Fairs

### Leadership & Governance

- Alumni Leadership Conference
- International Leadership Workshop & ALC Pre-Conference International Meeting
- Annual Report
- Bylaw support
- Trademark Guidelines
- Best Practices
- Trainings, Calls, and Office Hours
- Officers' Lounge
- HAA Directors for Clubs & Shared Interest Groups

# OFFICERS LOUNGE



## HARVARD CLUBS & SIGS Officers Lounge

- HOME
- LOGIN ▾
- DIRECTORY ▾**
- PROGRAMS ▾
- RESOURCES ▾
- CONFERENCES ▾

- DIRECTORS**
- SHARED INTEREST GROUPS
- INTERNATIONAL CLUBS
- U.S. CLUBS
- REGIONAL CONTACT DIRECTORY
- STAFF DIRECTORY

### Directors Clubs and SIG's 2019-2020

	Region	Organizations
Lisa F M Ira	Australia	Australia Victoria
St S	Middle East & North Africa	Jordan Kuwait Lebanon Saudi Arabia United Arab Emirates
Kathleen Danohar MBA '98 Pretoria, South Africa kdanohar@gmail.com	Sub-Saharan Africa	Egypt Ghana Kenya Nigeria South Africa
Anirudh Suri MPA '14 New Delhi, India Anirudh.suri@gmail.com	Asia	Bangladesh Bengaluru Chennai India (New Delhi) Mumbai Pakistan
Theresa Cho AB '90 Seoul, Republic of Korea theresa_cho@post.harvard.edu	Asia	Beijing Hong Kong Japan Korea Republic of China (Taiwan)



### Global Networking

- EARLY COLLEGE AWARENESS
- GLOBAL NETWORKING NIGHT
- HARVARD PRIZE BOOK
- SPEAKERS BUREAU
- SUMMER COMMUNITY SERVICE FELLOWSHIP
- CLUBS & SIGS AWARDS
- WINTER BREAK STUDENT PROGRAMING
- GLOBAL PASS

The Harvard Alumni Association (HAA) is pleased to announce that the 2020 Global Networking Night (GNN) will be held on Wednesday, January 15, 2020!

Clubs and Alumni Contacts, [register to host](#) your event. **The deadline to register a site is Friday, December 14, 2019.**

Shared Interest Groups, [register to co-host](#) your event. **The deadline to register for SIG marketing is Friday, December 14, 2019.** [Click here](#) and to have your SIG marketing listed on registration sites here.

#### Background

Global Networking Night events are co-hosted by Clubs and Alumni Contacts at a restaurant or bar. The purpose of GNN is to provide networking opportunities to your alumni at a local establishment such as a restaurant or bar. The purpose of GNN is to provide networking opportunities to your alumni at a local establishment such as a restaurant or bar. The purpose of GNN is to provide networking opportunities to your alumni at a local establishment such as a restaurant or bar. The purpose of GNN is to provide networking opportunities to your alumni at a local establishment such as a restaurant or bar.

As in past years, Shared Interest Groups marketing will be included on all HAA-hosted Global Networking Night registration sites if they choose to be listed. We also strongly encourage Clubs, Alumni Contacts & SIGs to co-host and have a joint presence at local GNN events.

Besides the marketing opportunities that the HAA provides, we encourage Clubs/SIGs/Alumni Contacts to also market the event to their membership and to coordinate marketing with the information provided in the overview of how GNN works and the support that the HAA provides. You can view the [GNN 2020 Overview document here](#).

#### How to Participate

The [Club GNN participation form](#) requests basic event information such as the contact person for the event, time, and venue details. You are responsible for locating a venue and designating a point person.

# OFFICERS LOUNGE



## Sample ByLaws

Below is an example of a sample constitution that you can use as a template when creating your own constitution. You should feel free to modify them as you see fit, or to create your own.

### CONSTITUTION/BYLAWS

The Club/SIG Constitution/

board meets, how and when board elections will occur, the following constitution is suggested as a model, subject to the approval of the Harvard Alumni Association. This constitution is suggested as a model, subject to the approval of the Harvard Alumni Association, for status under Section 501(c)(3).

#### MODEL CONSTITUTION

Article I: Name

##### Section 1. Name

The name of this organization shall be \_\_\_\_insert Club or SIG name\_\_\_\_

##### Section 2. Purposes

This Club is organized and shall be operated exclusively for the benefit of Harvard University and its alumni/ae in the region; (2) Influence and assist in the education of outstanding young men and women to apply to Harvard University; (3) Promote the academic and extracurricular activities of Harvard University in the region; (4) Cooperate with the HAA to strengthen the ties between Harvard University and its alumni/ae residents in the area; (5) Promote the interests of the University in the region; (6) Promote and encourage communication between Harvard University and its alumni/ae residents in the area; (7) Cooperate with the HAA to strengthen the ties between Harvard University and its alumni/ae residents in the area; (8) Promote and encourage communication between Harvard University and its alumni/ae residents in the area.

##### Article II: Membership

Active membership in the Club/SIG shall be open to anyone who meets the following criteria:

1. Any person who has received a degree awarded by Harvard University;
2. Any person who has completed one semester at Harvard University or Radcliffe College as a student or as an instructor;

- BYLAWS
- DATA & ALUMNI LISTS (NON-ALUMNIMAGNET)
- DIGITAL TOOLS (ALUMNIMAGNET)
- EVENTS
- EVENTS MARKETING
- FINANCIAL MANAGEMENT GUIDELINES
- INSURANCE INFORMATION
- OPERATING GUIDELINES
- SPONSORSHIP GUIDELINES
- SUCCESSION PLANNING
- TAX INFORMATION
- TRADEMARK
- VENDOR LIST
- VOLUNTEER CODE OF CONDUCT

and SIGs may use as a template when creating their own. You should feel free to modify them as you see fit, or to create your own.

For instance, the constitution will identify how often a board meets, how and when board elections will occur, the

constitution of any Harvard Club or SIG which desires nonprofit status under Section 501(c)(3).

of such purposes, the club shall: (1) Foster a spirit of fraternity and assist in the education of outstanding young men and women to apply to Harvard University; (2) Promote the academic and extracurricular activities of Harvard University in the region; (3) Promote the interests of the University in the region; (4) Cooperate with the HAA to strengthen the ties between Harvard University and its alumni/ae residents in the area; (5) Promote the interests of the University in the region; (6) Promote and encourage communication between Harvard University and its alumni/ae residents in the area; (7) Cooperate with the HAA to strengthen the ties between Harvard University and its alumni/ae residents in the area; (8) Promote and encourage communication between Harvard University and its alumni/ae residents in the area.

Categories:



### The Annual Report

- is a **strategic development** tool for Clubs and SIGs to benchmark and set goals for their organization.
- covers **key areas** of running a Club or SIG: **Governance, Operations, Programming, Community Service, and Communication.**
- is **completed collaboratively by the Board** of each Club and SIG. *Don't miss this opportunity to foster dialogue and facilitate shared understanding and expectations for your organization!*
- **are required** in order to remain in good standing.

The HAA does not grade or judge the reports. YOU decide if, when and where you want to build; HAA staff and your cohort Director can then work with you to help you realize your goals.



# COLLABORATIVE LEADERSHIP

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**Sara Aske**

Senior Associate Director, HAA Clubs & Shared Interest Groups  
Staff Liaison for Clubs in Africa, Asia-Pacific, Latin America and the  
Middle East



**HARVARD**  
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**Directors provide support and oversight** to assigned cohorts of Clubs/SIGs, serving as active liaisons between Club/SIG leadership and the HAA.

The work of Directors for Clubs and SIGs encompasses three broad areas:

- **Communications:** Directors initiate regular contact with the alumni volunteers in their assigned Club/SIG cohort and share information to/from the volunteers and the HAA.
- **Support and Advice:** Directors help develop leadership capacity and organizational strength within the Clubs/SIGs in their cohorts, offering guidance to and advocating for the Clubs/SIGs in their cohorts.
- **Records and Reporting:** Directors assist the HAA in maintaining accurate and comprehensive records for Clubs/SIGs in their cohorts, ensuring completion of the Annual Reports for those in the cohort.

## Your Staff Liaison is:

- your experienced HAA point person dedicated to supporting and strengthening your organization;
- in touch regularly throughout the year to share resources and program information
- a member of your support team along with your Director; and
- here to help!

## HAA CLUBS & SHARED INTEREST GROUPS STAFF

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**Erin Mackey Kistler**  
**Director**  
*Liaison for HAA Directors  
for Clubs & SIGs*



**Sara Aske**  
**Senior Associate Director**  
*Liaison for Clubs in Africa,  
Asia-Pacific, Latin America  
& the Middle East*



**Joslyn Evans**  
**Associate Director**  
*SIG Program Manager;  
Liaison for Cultural Identity &  
Shared Experience SIGS*



**Chandra  
Mohammed**  
**Associate Director**  
*Data & Digital Tools  
(AlumniMagnet)  
Manager*



**Shae Callahan**  
**Assistant Director**  
*Liaison for Clubs in  
Europe and Eastern  
U.S.*



**Lindsey Kelley**  
**Assistant Director**  
*Liaison for General &  
Professional Interest, Religious  
Identity, & Undergraduate-  
Based SIGS and Clubs in  
Canada and Western US*



**Lindsey Dunn**  
**Staff Assistant**  
*Supporting Erin Mackey  
Kistler and Chandra  
Mohammed*



**Jenny Leahy**  
**Staff Assistant**  
*Supporting Sara Aske  
and Shae Callahan*



**Rachael Walker**  
**Staff Assistant**  
*Supporting Joslyn Evans  
and Lindsey Kelley*



# DISCUSSIONS

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