



Alumni Council

Handbook
2021-2022

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Dartmouth Alumni Council

EARLY ORGANIZATION

Founder and first President, Ernest Martin Hopkins, Class of 1901, organized the Dartmouth Alumni Council in 1913.

MISSION

To sustain a fully informed, representative, and engaged exchange of information and sentiment between alumni and their College, and to enhance and inspire alumni involvement that furthers the mission of the College.

PURPOSE

- › Clearing house for alumni sentiment and interchange of ideas
- › Official two-way liaison between College and her alumni
- › Primary forum for discussion of issues and concerns of alumni
- › Initiate and sponsor activities reasonably within province of alumni activity
- › Nominate Alumni Trustees (*for the eight alumni trustee seats on the Board of Trustees*)
- › Maintain working relationship with Board of Trustees
- › Resource for alumni providing service and talents to Dartmouth

SIZE

The Alumni Council was originally 25 members but has expanded incrementally over the years. In May 2020, amendments to the Council constitution were approved that adjusted the membership of the Council, which will become 120 representatives in total. The Council seeks to be representative in respect to age, geography, gender and professional backgrounds of its members, providing membership for various alumni organizations and representatives for faculty and undergraduate bodies of the College.

Class Representatives	61
Affiliated Alumni Groups	10
Members-At-Large	6
Regions/Clubs	21
Class Officers Associations	1
Undergraduates (non-voting)	4
Professional Schools (Geisel, Thayer, Tuck)	6
Guarini Graduate School Program	2
Club Officers Association	1
District Enrollment Directors	1
Faculty Representative (non-voting)	1
President and President-elect	2
Chair of Alumni Awards, ALC, Nominating,	
Young Alumni Awards Committees	4
Current AoA president	1

ELECTION TO COUNCIL

Alumni councilors are typically elected by the constituencies they represent. Candidates are sought:

- a) who can represent legitimate interests of alumni and report back on their work as Councilors and the priorities of the College
- b) who have demonstrated an active interest in Dartmouth
- c) of outstanding achievement and/or special qualifications
- d) who are available to attend/participate in meetings

COMMITTEE ORGANIZATION

Most Council work is performed by Committees:

Alumni Awards	Honorary Degrees
Alumni Liaison	Lifelong Learning
Alumni Service	New Alumni Engagement
Enrollment & Admissions	Nominating and Alumni Trustee Search
Executive	Professional Development
	Young Alumni Awards

PROJECTS/INITIATIVES

Many have formed the backbone of contemporary Dartmouth history and success. Alumni Councilors have supported student enrollment, communications, recognition of alumni service, and selection of Alumni Trustees.

COMPOSITION OF A MEETING

- a) Committee meetings
- b) Presentation and conversations with Dartmouth leadership on key priorities and initiatives
- c) Opportunity for Councilors to raise questions on behalf of constituents
- d) Attend special events such as the Alumni Awards Gala
- e) Social and recreational opportunities

For more information about the Council, please visit the Alumni Council Website:

<http://alumni.dartmouth.edu/serve/alumni-council>

The Dartmouth Alumni Council, the Association of Alumni, and the Association of Alumni Executive Committee

Roles and Responsibilities

THE ASSOCIATION OF ALUMNI

The Association of Alumni is Dartmouth's alumni body. Each of Dartmouth's 85,000 alumni is a member of the association.

THE ALUMNI COUNCIL

The Alumni Council represents Dartmouth's alumni. It is the principal spokesperson for alumni and the primary forum for the exchange of alumni sentiment. It consists of 120 members representing classes, geographic clubs, graduate schools, affiliated groups, students, and others. The constituencies select their representatives through various methods, including election at reunions and club meetings. The Alumni Council's mission is "to sustain a fully informed, representative, and engaged exchange of information and sentiment between alumni and their College, and to enhance and inspire alumni involvement that furthers the mission of the College."

The Alumni Council also nominates candidates for alumni-nominated trustee seats.

THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF ALUMNI

The Executive Committee of the Association of Alumni runs balloting for trustee elections and for the election of its own leadership. It consists of 11 members elected from and by the alumni body in alumni-wide balloting.

HISTORY OF THE ORGANIZATIONS

The Association of Alumni was founded in 1854 and historically met once a year in Hanover for an annual meeting that was open to all alumni. Only alumni physically present in Hanover could vote in association affairs.

By 1913 Ernest Martin Hopkins, Class of 1901, recognized that the Association of Alumni was too cumbersome to represent alumni interests effectively. Acting through the association, Hopkins created the Alumni Council "to act as the official spokesman of alumni sentiment," to be the "clearinghouse for alumni sentiment and interchange of alumni ideas," to "approve or disapprove of projects put forth in the alumni name, and... [to be] the seat of authority in all such matters." The formation of the Alumni Council left the Association Executive Committee with few responsibilities. Since 1913, the Executive Committee's sole responsibilities have been to run trustee elections (during those years when such elections have occurred) and to host an annual meeting in Hanover at which the Executive Committee is elected and/or announced. With the introduction of all-media voting, alumni are no longer required to attend the annual meeting in order to cast votes in Executive Committee elections.

Alumni Councilor Responsibilities

1. The Alumni Councilor represents alumni by:
 - a) Communicating Dartmouth priorities and initiatives to alumni
 - b) Bringing ideas and concerns of alumni to the attention of the Council and College
 - c) Reporting back to alumni on these matters and any other affairs of alumni interest
2. The Alumni Councilor communicates to his/her constituency multiple times annually.
3. The Alumni Councilor serves usually on one Council Committee.
4. An Alumni Council class or club representative typically serves as an *ex-officio* member on the Board of Directors of his/her assigned Alumni Club or as an *ex-officio* member of his/her Class Executive Committee and performs the following:
 - a) Participates in club board meetings, class executive committee meetings or class calls when possible;
 - b) Attends the annual club dinner;
 - c) Reports at club functions on current events at the College and Council news;
 - d) contributing the same to the Class Newsletter;
 - e) Answers questions of alumni;
 - f) Brings ideas, problems and comments of alumni to the Council;
5. The Alumni Councilor may serve on special committees, by appointment of the Council President and Executive Committee, formed to undertake College projects (these committees may include representatives from the faculty, student body, administration, and alumni).
6. The Alumni Councilor thinks independently and deeply and works with the administration, Trustees, faculty, and students in a common effort to preserve the College's strengths and build her future.

TOOLS FOR ACHIEVING THE COUNCIL'S MISSION – "CAPITAL"

Communicate - Deliver and receive information to/ from constituencies

Attend - Contribute to all Council meetings

Prepare - Review communications delivered and prepare for Council meetings

Interact - Know and be involved in College life – students, faculty, and issues

Talk - Use the plenary sessions to convey information and opinions, make an impact in committee sessions, contribute ideas

Accept - Acknowledge differing viewpoints respectfully

Listen - Consider other peoples' comments

Council Communications Process

The Alumni Council's mission is to sustain a fully informed, representative and engaged exchange of information and sentiment between alumni and the College.

Alumni Councilors are encouraged to communicate with their constituents around each Alumni Council meeting, and to report back afterwards.

Before the meeting:

- The Communications Committee will provide a pre-meeting template to personalize
- Request feedback and questions from your constituents
- Share what you receive with the Alumni Liaison Committee at alc@dartmouth.edu

At the meeting:

- Ask questions and take notes, if you like. Official minutes of the meeting will be posted online.

After the meeting:

- The Alumni Council President will send a post-meeting message to all alumni. Report back to your constituents what you've learned via individual replies.

Councilors serve as a two-way liaison between their constituents and the College. Your job is to communicate to your constituents about what's happening at Dartmouth and bring their questions to the College. Think about your audience and what they need and want to know.

1. Make it personal and write in your own voice.
2. Provide a customized subject line.
3. Consider topping your message with an executive summary or paragraph describing your key take aways from the meeting.
4. Curate content for your audience.
5. Consider adding a photo or visual element.
6. Don't forget to CC the ALC at alc@dartmouth.edu!

Contact alumni.council@dartmouth.edu to process the sending of your email. Please provide your preferred email address from which you would like it to be sent along with the final draft of the email. All of the "reply to sender" emails that your constituents send will go directly to your email address that you have provided as the sender.

You may also communicate to your constituents via alternative channels such as class newsletters, social media, and class/club websites.

Forwarding Emails to the Alumni Liaison Committee

The Alumni Liaison Committee is the “communications hub” for the Alumni Council as they interface with the administration and Board of Trustees. With this committee in place, there is a process in which to channel the communications you receive from alumni where it will then be assessed, acted upon and used to produce the annual report at year’s end. Alumni may send their comments directly to ALC@dartmouth.edu. However, when an email is sent to you, the following process has been put in place:

Communications Process with the Alumni Liaison Committee:

1. After reading email from alumni, forward to ALC@Dartmouth.edu
2. Briefly respond to the sender:
 - a) Acknowledge receipt of email. If applicable, note you will try to find the answer to the question at the meeting and report back
 - b) Let them know it has been forwarded to the ALC
 - c) Thank them for their input
3. The ALC will receive the forwarded email, review and sort them as further needed. Any specific action items will be managed by working with Alumni Relations who will make the appropriate contact with college administrators. This process could take some time.
4. Over the course of the year, the ALC will prepare their annual report, providing updates at the spring and fall meetings and a final report to be presented to the Board of Trustees in the fall after the close of the academic year. At times, the committee may also prepare snapshots reports on topics of intense alumni sentiment.

Committees of the Alumni Council

Much of the Alumni Council's work is done through its committees, which advance and support alumni engagement efforts in alignment with the Council's mission and in partnership with the Office of Alumni Relations. Committee meetings are held during Council sessions in spring and fall and at other times as necessary. Committees may also meet via conference call or virtually during the year. The committees open to membership for first-year Councilors are listed below. More information about [committees](#) is available on the Alumni Council website. Committee meetings are held between sessions of the council as may be required. An outline of the functions of each of the operating committees is included below.

Alumni Awards Committee

Each year a handful of alumni are selected to receive the prestigious [Dartmouth Alumni Award](#), established by the Alumni Council to honor outstanding alumni. The first Alumni Award was presented in 1954 to Ernest Martin Hopkins, Class of 1901. Since then, more than 400 alumni have been honored.

The Alumni Awards Committee consists of seven former recipients of the Dartmouth Alumni Award and a staff member of the Alumni Relations Office (committee liaison). This committee seeks strong alumni candidates that meet the eligibility criteria for the Dartmouth Alumni Award and selects three to four alumni recipients each year to be honored for a combination of accomplishments in Dartmouth volunteerism, career and civic involvement.

Alumni Liaison Committee

The Alumni Liaison Committee consists of the president, the president-elect, and immediate past-president of the Council, the presidents of the Association of Alumni during their term on the Alumni Council, three current council members elected by the Alumni Council, and three members of the Association of Alumni elected by the Alumni Council. A representative of the Board of Trustees' Advancement Committee may also serve on this committee. The committee supports and advances the Alumni Council's mission to sustain a fully informed, representative, and engaged exchange of information and sentiment between alumni and their College. Committee members collect and synthesize alumni sentiment and communications to share with multiple College audiences and alumni.

Alumni Service Committee

The Dartmouth Alumni Council Service Committee fosters the Dartmouth spirit by connecting alumni to one another to address needs in their local communities around the world. We encourage alumni engagement through community service. We work with the College and alumni groups to facilitate service organized by and for alumni, including the annual Dartmouth Alumni Day of Service.

Enrollment and Admissions Committee

The Committee on Enrollment and Admissions serves as a sounding board for the admissions and financial aid offices on issues such as general admissions, accepted student yield, financial aid practices, and nationwide and international trends. The committee also supports the Office of Admissions in coordinating and assessing the alumni interviewing process throughout the United States and the world.

Executive Committee

The Executive Committee consists of the president, the president-elect, and the chairs of the other standing committees of the Council. The committee is chaired by the president. This committee sets the agenda for the council and plans and designs Council meetings in consultation with the Alumni Relations Office. It is also empowered to act on council business in between meetings and is the final authority on strategic matters.

Honorary Degrees Committee

The Committee on Honorary Degrees seeks strong alumni candidates for the award by canvassing the alumni body. It then forwards three to five names to the College Committee on Honorary Degrees, which makes the final decision regarding recipients.

Lifelong Learning Committee

The Lifelong Learning serves as a principal interface between the faculty and the Alumni Council of Dartmouth College such that a strong relationship is affirmed and alumni are kept informed about the curriculum and other elements of the Dartmouth academic experience.

The committee also serves as the platform for exploring intersections of the intellectual life of Dartmouth with programs or strategies that will increase engagement of alumni. The committee will work with Alumni Relations and the faculty and College representatives on the committee to identify academic opportunities to enrich the lives of our alumni as they in turn support the institution with their time and talents, with the overall goal of creating lifelong connections between faculty, students and alumni.

The committee consists of alumni councilors, the faculty representative to the Alumni Council, a representative of the Provost's office, the Dean of Graduate Studies, and a representative of the Dean of the Faculty.

The committee recently revised its the mission to focus on facilitating, promoting, and expanding opportunities for alumni lifelong learning, by working with Alumni Relations to identify specific areas of need and potential value-add contributions from the committee.

New Alumni Engagement Committee

The New Alumni Engagement Committee monitors and reports on all aspects of student life to both the Alumni Council and, through the councilors, to the alumni body. At each of its meetings, the committee has extensive dialogue with several undergraduate and graduate student leaders regarding current “hot” campus issues. This year the committee will shift its mission to focus more on supporting the transition from student to alumni, by working with Alumni Relations to identify specific areas of need and potential value-add contributions from the committee.

Nominating and Alumni Trustee Search Committee

The Nominating and Alumni Trustee Search Committee consists of the president, the president-elect, the immediate past chair of the Nominating Committee, a Council member appointed by the committee for a term of three years, and six other council members elected for terms of three years by the council. The Nominating Committee makes two nominations for the president-elect, each vacancy for at-large representatives, and other positions specified in the Alumni Council constitution. Importantly, it also makes nominations for alumni trustee as provided in the constitution. [The Nominating Committee welcomes alumni trustee candidate recommendations from alumni at any time.](#)

Orientation Committee

The Orientation Committee plans and oversees the orientation of first-year alumni councilors. Responsibilities include establishing direct mentor roles for new councilors, updating orientation materials and methods, and monitoring the effectiveness of current orientation programs. The committee is chaired by the Alumni Council president-elect.

Professional Development Committee

The Professional Development Committee works with the Center for Professional Development and the Office of Alumni Relations to help to generate program ideas designed to leverage alumni expertise in service to other alumni and students at Dartmouth. The committee identifies and solicits appropriate alumni to participate in professional development programs; shares information about professional opportunities serving students and alumni with constituents and current councilors; promotes college programs designed to encourage alumni to hire and mentor Dartmouth students; and plans and carries

out on-campus career programming for students in conjunction with Alumni Council meetings in Hanover.

Young Alumni Awards Committee

The Young Alumni Awards Committee consists of five to seven former recipients of the Young Alumni Distinguished Service Award and a staff member of the Alumni Relations Office (committee secretary). This committee seeks strong alumni candidates that meet the eligibility criteria for the Young Alumni Distinguished Service Award and place strong emphasis on Dartmouth volunteerism when selecting typically 2 recipients each year.

SAMPLE OF COUNCIL PRESIDENT ALL-ALUMNI EMAIL

MESSAGE TO ALL ALUMNI FROM ALUMNI COUNCIL PRESIDENT – SPRING 2021

The Dartmouth Alumni Council met last week for its 222nd meeting—the third virtual meeting in the Council’s 108-year history. This meeting came just weeks after a special Council session held in April, during which we discussed changes to off-campus programs, received an update on the athletics department, and learned about efforts to return to full, in-person learning on campus this fall. For our traditional meeting, we again shared your questions, ideas, and feedback with President Hanlon, members of the Board of Trustees, and other campus leaders, and heard their updates. We also discussed progress on the three Council priorities for the year: increasing diversity and inclusion in our alumni communities, supporting alumni with career development, and stepping up for our students through expanded financial aid. Below are just a few of the headlines from our jam-packed meeting.

Dartmouth is taking concrete steps to create a more welcoming and inclusive campus.

In a wide-ranging session that tackled topics from faculty diversity to iconography, it was clear that diversity, equity, and inclusion are top priorities as Dartmouth seeks to advance racial equity and educate and cultivate the next generation of leaders. President Hanlon shared a commitment to create a community in which difference is valued, where each individual’s identity and contributions are treated with respect, and where diversity leads to a strengthened identity for all. He also introduced us to incoming Senior Vice President and Chief Diversity Officer Shontay Delaloe, who joins the administration this summer but is already hard at work thinking about opportunities to advance equity and belonging on campus.

Special Advisor to the President Matt Delmont announced new initiatives to the Council to further this work, including recruitment of early career faculty to enhance diversity, equity, and inclusion; development of a pipeline of future BIPOC leaders in STEM fields; an accelerator fund for diversity, equity, and inclusion; fostering an intellectual hub for Black scholars; the launch of a tribal services and solutions project; and increasing faculty teaching and research on racial injustice. The Council was also the first to hear of an impactful gift from Eileen Chamberlain Donahoe ’81 and John Donahoe ’82 to enhance the representation, success, and leadership of historically underrepresented groups in STEM nationally in honor of E.E. Just, the African American scientific trailblazer and valedictorian of the Class of 1907, which will be an integral part of the new DEI initiatives. Read more about these initiatives and the Donahoe’s generous gift via Dartmouth News.

The Alumni Council is committed to supporting these efforts and keeping you informed of progress on diversity, equity, and inclusion. We welcome your questions and thoughts and invite you to join us in creating a more diverse Dartmouth.

Students and faculty are working together on world-changing research.

The Council was also treated to presentations from some exciting faculty-student research collaborations. We heard from Professor of Economics Bruce Sacerdote '90 and Ranjan Sehgal '22 about their study of negative media coverage during the Covid-19 pandemic, which was recently featured on the front page of The New York Times and has helped both journalists and consumers of news contextualize information about the pandemic. Government Professor Brendan Nyhan and his students Margaret Doyle '22, Nicolas Berlinski '21, and Gabrielle Levy '22 also shared findings from their research on social media exposure and perceptions of election fraud. Finally, Professor Emerita of Pharmacology and Toxicology Ruth Craig and Princilla Minkah '21 discussed new information they recently gleaned from the 1918 pandemic and the lessons we are still learning about the effects of virulent outbreaks. It was inspirational to see the partnerships and the quality of the work being done!

A virtual year and more connections for Dartmouth alumni.

Vice President of Alumni Relations Cheryl Bascomb '82 updated the Council on learnings from a virtual year and highlighted unique programs that have been developed for the global Dartmouth alumni community, including the Dartmouth NEXT virtual forum of big ideas. I encourage you to join your fellow alumni for these online events, which really highlight the breadth and depth of expertise and innovation within the Dartmouth Community. Cheryl also shared that Alumni Relations will be working over the next few months to develop a mix of both in-person and virtual events to continue bringing the alumni community closer together.

On the topic of connections, the Council is also committed to stepping up for the newest Dartmouth alumni. The job market for new graduates is still one of the toughest in our lifetimes, and the Council's Professional Development Committee is partnering with the College to find alumni-sourced jobs and internship opportunities for the '20s and '21s. If you have or know of an opportunity for a new alum, please share your job or internship posting via Dartmouth Connect, LinkedIn, or through the Center for Professional Development.

In an effort to promote service but recognizing there still are limitations, the month of May has been dedicated as a "Season of Service." Everyone is encouraged to serve their community in a way that is comfortable and follows local community guidelines. I hope you'll participate and post a photo on social media using the hashtag #DartmouthServes.

Finally, if you would like more information about the Alumni Council meeting, please read the meeting minutes and share comments and questions with your Council rep or the Council's Alumni Liaison Committee.

It has been my pleasure to serve Dartmouth and its alumni as Alumni Council president, and I'm honored to pass the gavel to Laurie Lewis Shapiro '95, who will serve in this role in 2021-2022.

For Dartmouth,

Rachel Bogardus Drew '98
Alumni Council President