

VASSAR

BEST PRACTICES AGREEMENT FOR VASSAR VOLUNTEERS

Welcome! We're thrilled and grateful that you are committing to volunteer for Vassar. Volunteers like you give significant time, talent and treasure to our beloved alma mater. Your leadership, creativity, and personal network are all essential to the success of the College's engagement and development efforts. Volunteers serve as conscientious and considerate ambassadors of Vassar, reflecting the values of the College and the Alumnae/i Association of Vassar College (AAVC).

Vassar volunteers hold significant responsibilities. From reunion planning, to club and affinity group programming, to fundraising, volunteers perform an enormous amount of important work. The purpose of this document is to highlight best practices and expectations that the College and the AAVC have for volunteers. While the precise nature of these expectations will vary depending on your role, the overall message is simple: Vassar is grateful for your service, as well as the seriousness with which you take your volunteer responsibilities, and expects that you will exercise good judgment as you serve the College.

Generally, volunteers are expected to:

Serve as Vassar Ambassadors

- Attend events. Wear your Vassar sweatshirt! Share Vassar stories on your social media. Above all, Vassar volunteers should be enthusiastic ambassadors of our College. With that in mind, remember that everything you say and do in your role can reflect on Vassar. Accordingly, volunteers should model the highest standards of behavior and approach their work **with Vassar** with the utmost integrity.

Communicate constructively

- Volunteers must work collaboratively with fellow alumni and with Vassar staff. Verbal and written communications should always be respectful and constructive. Volunteers should solicit feedback, listen with the intent of understanding, and follow up diligently with all constituents.
- Many volunteer roles involve particularly time-sensitive communications (e.g., event planning, fundraising challenges, etc.). Check your email regularly to ensure that no balls are dropped.

Value diversity, equity and inclusion

- Vassar is committed to fostering an inclusive community in which all alumni feel empowered and welcome. Volunteers should familiarize themselves with the College's Non-Discrimination policy available here: <https://eoaa.vassar.edu/policies/non-discrimination.html>

Participate in Annual Giving

- We aim for 100% participation in the Vassar Fund among volunteers. It's not about the amount you give; it's about our shared investment in Vassar. As Vassar's most engaged constituents, we must set an

example for the 40,000 alumni around the world. Additionally, foundations and ranking organizations evaluate colleges based on alumni participation in annual giving.

Work Collaboratively with Vassar staff and other volunteers

- Ideally, volunteers and staff work together in seamless partnership, bringing their unique perspectives and skills together to further the goals of the College and AAVC; remember, however, that staff at Vassar have been charged by the institution to engage Vassar alums and, as such, are ultimately responsible for approving all communications and activities that utilize college data and resources.

Maintain confidentiality

- Volunteers are sometimes entrusted with confidential information about fellow alumni. You are expected to keep all personal information confidential and secure at all times, in accordance with the Office of Advancement's **Statement on Restricted and Confidential Data**. Breaches in privacy and confidentiality are taken very seriously by the College and may have legal, ethical, and other consequences.
- If you have any questions regarding the use of confidential information, or if you believe a breach has occurred, contact the Associate Vice President of Alumnae/i Engagement and Executive Director of the AAVC immediately.

Engage responsibly with the media

- If you are approached by any media outlets, please preface any conversations with the fact that you are not a Vassar employee or official representative. You may refer the outlet to Vassar's Office of Communications.

Report potential conflict of interest

- If a personal or professional conflict of interest arises in your volunteer capacity, notify the Associate Vice President of Alumnae/i Engagement and Executive Director of the AAVC. What might a conflict of interest look like? Imagine you're planning a club event and one of your fellow volunteers wants to use Vassar funds to hire his own catering company to provide food for the event. Or you're planning your class mini-reunion at a restaurant owned by Vassar parents. These sorts of situations are worth discussion with Vassar's staff.

Understand that you may be asked to step down

- Vassar volunteering is ultimately not about us; it's about Vassar. Accordingly, Vassar and/or the AAVC reserve the right to ask any volunteer who does not adhere to the expectations described in this document, or whose actions are otherwise inappropriate, to step down.
- Vassar College expects its alumni volunteers to adhere to the highest ethical standards, to comply with all legal obligations, and to avoid even an appearance of impropriety.

We are so grateful for your work on behalf of our College. Vassar would not be Vassar without you. We look forward to working closely with you in the year ahead.

November 8, 2021