



Operations and Transition Plan

WILLIAMSON ASSOCIATION OF ALUMNI (WAA)

(WAA is not an independent 501(C)(3) organization; any funds raised by WAA will directly benefit Williamson.)

MISSION: The Mission of the Williamson Association of Alumni is to advance the mission of Williamson College of the Trades and enrich the lives of its students and alumni.

PURPOSE: 1. Maintain an active alumni community and a productive relationship with Williamson; 2. Establish and foster an engaged alumni network that seeks to advance the mission of Williamson and support current students through mentorship; 3. Support the alumni community through the establishment of meaningful career services, networking and mentoring opportunities, special recognition of outstanding alumni and other benefits that are a value-add to the alumni experience; 4. Actively assist in organizing and conducting social events for alumni of Williamson; 5. Advocate for alumni financial support of Williamson.

VALUES: The Association and its leadership fully support the Mission, Values, Vision, and Strategic Direction of Williamson College of the Trades.

MEMBERSHIP: All existing and future alumni will automatically be members; there will be no fee for membership.

LEADERSHIP: The Leadership Council shall oversee the daily operations of the WAA and shall be composed of two elected alumni volunteer positions for a term of three years each with the option to be re-elected for three consecutive three-year terms. Those elected volunteer positions are: President and Vice President/Recording Secretary

The Council shall also have 7-9 additional volunteer alumni managers, who shall be appointed to standing committees, and serve to advise the President and Vice President of the WAA on programs and activities. The managers shall serve a two-year term with the option to be re-appointed for three consecutive terms.

The Council shall be overseen by the Executive Leadership Group, which is comprised of the WAA President, the Director of Alumni Relations or other staff designee(s), as appointed by Vice President for Office of Institutional Advancement, and a Trustee Liaison appointed by the Williamson Board of Trustees.

The College President and Vice President for Institutional Advancement are ex-officio members Executive Leadership Group and Council.

The Trustee Liaison and the WAA President shall serve to facilitate direct communication between the Board of Trustees and the WAA and its membership.

NOMINATIONS FOR VOLUNTEER LEADERSHIP POSITIONS: Nominations for the President and Vice President may be made by any member of the WAA. Nominations will be reviewed by a nominating

committee and put forth for a vote of the general membership in the spring of the election year. Voting must conclude by Commencement Day weekend.

Appointment of managers shall be made with consensus from the Association President, Vice President, Director of Alumni Relations, and Trustee Liaison.

During the first year of the WAA's existence, the election process shall be waived and leadership shall be appointed by the Director of Alumni Relations and Trustee Liaison with consensus from the College President and Vice President for Institutional Advancement.

Identifying Leadership Candidates in Year One:

- The Trustee Liaison and Advancement representative(s) will begin the process of identifying alumni to serve as the initial appointed officers and Board of Managers under the new structure.
- The Trustee Liaison and Advancement representative shall jointly prepare general criteria for the positions and solicit nominations from the entire Alumni body.
- The Williamson Alumni Association shall also be requested to submit a list of candidates it believes should be considered and who have confirmed they are willing to serve.

COMMENCEMENT OF OPERATIONS: The WAA will officially commence operations on or about 7/01/22.

COMMUNICATIONS: All communications regarding the new structure, its leadership, operations, and goals will be issued by the WAA Executive Leadership Group when deemed appropriate by the WAA Leadership Council.

GOALS & REPORTING:

- The WAA Leadership Council will have stated goals by the start of the 2022-2023 fiscal year, which will be made available to all alumni
- The WAA Leadership Council will prepare an End-of-Year Report detailing progress toward its goals at the end of each fiscal year and will make it available to all alumni.

MEETINGS:

- The President, Vice President and Managers shall meet at least four times per year. Additional meetings may be called at the discretion of the WAA President.
- Standing committees of the WAA shall meet at least every other month starting in September or as needed to complete committee work in a timely fashion.
- The full membership of the WAA shall meet two times per year (Fall, Spring). Full membership meetings will be accessible in-person, as well as online.
- Meeting and committee business will be conducted using consensus-based decision-making process. At the discretion of the WAA President and with consensus from the Leadership Council, voting may be conducted for official actions of the WAA. Voting will be determined by majority with a quorum of 50% of the Leadership Council members and will take place at a full meeting of the Leadership Council. Roberts Rules of Order will not be used to facilitate meetings.

OPERATIONAL CHANGE: For the WAA to be successful it needs to constantly monitor and assess itself against its annual goals and benchmarks. The WAA will maintain a level of open-mindedness and flexibility in order to meet the dynamic needs of our alumni and students.

FINANCES: The WAA will be fully funded by Williamson via the Office of Advancement budget and further supported by fees for events that the WAA may coordinate or sponsor.

WILLIAMSON ALUMNI ASSOCIATION TRANSITION: Administrative support for the Williamson Alumni Association for the remainder of the 2021-2022 fiscal year will include:

- Posting of meeting agendas on the website provided the agenda is shared two weeks before meeting date with Advancement Office
- Assisting with email communications, provided the Association requests communications within at least two weeks of drop date and there is availability within the Williamson communication calendar
- Providing event support via online registration form, credit card processing, event staffing and materials
- Providing meeting space for Association meetings, as available
- Association agrees to refrain from requesting support or communication assistance for any *new or non-traditional* events, membership drives, social events, or fundraising activities of the Williamson Alumni Association.

Fiscal Year 2022-2023: Effective 7/01/22, Williamson will shift its support from the Williamson Alumni Association to the WAA. The WAA will plan to host the following traditional Williamson Alumni Association events:

- Junior Academic Achievement Awards
- Alumni Banquet and Alumni recognition awards
- Alumni Golf Outing

Please submit questions regarding the Williamson Association of Alumni (WAA) to alumni@williamson.edu.