The Fletcher School of Law and Diplomacy
Alumni Club Handbook
Fletcher Clubs

A Fletcher Club is a group of alumni and friends who gather in a common geographical area or around a shared interest to stay connected with each other and with The Fletcher School. A Club serves as a resource and point of contact for alumni, students, prospective students, parents and The Fletcher School.

Benefits of Starting a Club

- Advocate for and help The Fletcher School in reaching institutional goals and aspirations
- Maintain and grow your Fletcher network
- Stay connected with the School
- Utilize career and networking opportunities
- Help educate prospective students on the benefits of attending the Fletcher School
- Enjoy meaningful experiences with others who appreciated their time at Fletcher

Ideas for Alumni Club Events and Programs

- Social Hours for alumni, students, parents and friends of Fletcher
- Speaker events featuring alumni, professors or other relevant members of the community
- Prospective student receptions
- Professional networking events
- Volunteer and community service events
- Holiday parties
- Book Clubs/Discussion Groups
- Community Dinners/Potlucks
- Run/Walk Groups
- Museum Tours
  …and more!

Club Leadership Duties and Responsibilities

- Each Club has a Leader and at least one other member in an executive role
- All elected offices are for a period of two years; there are no term limits for any roles but re-elections must take place
- The Leader and Executive Committee will meet at least twice a year, including a meeting leading up to each Club event
- Each Club will maintain a presence online, either via ODAR-managed website, social media or a website of the Club’s choosing
- Each Club will strive to obtain accurate contact information from alumni through event participation and outreach
- Clubs will provide documentation of events to ODAR through photos and attendance lists
- Each Club will submit a recertification application annually to ODAR by October 1
- Each Club will submit an annual report to ODAR by October 1
- The Leader and Executive Committee will actively identify and recruit future Club volunteers for succession planning purposes
Club Leadership Position Descriptions – can be customized to each Club’s needs

Club Leader
- Act as Chairman of the Board and convene all meetings of the Club
- Serve as ex officio member of all sub-committees
- Determine overall direction of the Club
- Recruit, retain and oversee Club executive board and committee chairs
- Liaise with University entities (ODAR, Offices of Career Services and Admissions, various schools within the University)
- Principal office of the Club is located at the residence or office address of the person serving as Club Leader

Associate Club Leader (VP)
- In the absence of the Club Leader, the Associate Club Leader presides at all meetings of the Club and of the Board and is an ex officio member of all sub-committees
- Work with Club Leader to determine direction of the Club
- Assist in scheduling Club meetings
- Coordinate with all executive board members planning/hosting events to maximize efforts and minimize conflicts
- Attend all board meetings and functions

Communication Chair
- Keep minutes of all meetings; file event reports to the alumni office
- Act as communication liaison between the Board and the Fletcher community in said community to ensure effective communication
- Maintain social media presence
- Coordinate with Social Chair to draft and communicate relevant website and newsletter content for the Office of Development and Alumni Relations
- Create/Distribute all marketing materials including, but not limited to: event announcements, activity announcements, reminder emails and member communication
- Oversee photography for Club events
- Attend all board meetings and functions

Treasurer
- Attend board meetings and prepare and present financial statements
- Manage Club’s bank account, including deposits from events/fundraisers, withdrawals for bills, scholarships, etc
- Ensures Club’s good standing with the IRS; including filing tax returns, as required
- Offer budget advice and assistance to the Club Leader, Associate Club Leader, Social Chair, and other board members managing Club events
- Coordinate with Membership Chair on annual dues process and payments
- Monitor Club financial assets to assure sound management and prevent any misuse
- Attend all board meetings and functions

Social Chair
- Create a balanced schedule with a focus on social, professional, philanthropic, continuing education, sporting and cultural events
- Plan general events that cater to the community at large and specific events that cater to a particular age or interest group within the Fletcher community

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• Lead the planning and logistics for approved events. Event planning involves, but is not limited to, identifying locations, scheduling time/dates, handling on-site matters during the event
• Investigate potential sponsors to defray event costs
• Coordinate with Communication Chair to draft and communicate relevant website and newsletter content for the Office of Development and Alumni Relations
• Attend all board meetings and functions

**Membership Chair**
• Recruit and maintain membership
• Maintain a roster of members in good standing
• Maintain a historical record of yearly membership of the Club
• Act as liaison between the Board, Alumni Association staff and reports activity and interest in membership/volunteering to the appropriate contact
• Develop strategies to recruit and retain memberships by developing benefits of services that meet the needs of Club members
• Attend all board meetings and functions

**General Board Member**
• Attend all board meetings and functions
• Be informed about the organization’s mission, services, policies and programs
• Serve on committees and/or offer to take on special assignments
• Promote the Fletcher Club in your community

**Club Events**

Fletcher Clubs will hold events throughout the year to keep alumni connected with each other and The Fletcher School. Below are guidelines for how many events a Club should hold:
• Under 50 alumni in Club area = 2 events/year
• 50-200 alumni in Club area = 3 events/year
• 200+ alumni in Club area = 4+ events/year

**How Fletcher and the Office of Development and Alumni Relations Supports Clubs**

• Serves as a resource for planning Club events and activities
• Promotes Club events via email and the web
• Provides contact lists of alumni located in the Club area
• Maintains, based on request, alumni Club websites found within the Online Community
• Provides an annual supply of event resources, including signage, sign in sheets, pens, notepads, etc

**Fletcher Alumni Relations Team**

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*We are here to help you Club reach its full potential and look forward to working with you!*