



Volunteer Expectations and Responsibilities

The MIT Alumni Association relies on committed volunteers to provide a model of leadership to fellow alumni/ae and to work in partnership with staff to achieve the goals of the Association. To that end, all Association volunteers are expected to:

- Support the Alumni Association's [Mission and Vision](#).
- Abide by the Institute's [Values Statement](#) and the [Alumni Association Values Statement](#) to advance a caring and respectful community that embraces diversity and inclusion.
- Abide by the MIT Strategic Action Plan for [Belonging, Achievement, and Composition](#).
- Maintain professional, civil, and ethical conduct in all work with other volunteers, fellow alumni/ae, students, parents, faculty, staff, and other members of the MIT community involved in events and programs related to their volunteer role.
- Abide by [MIT's Relations and Responsibilities Within The MIT Community \(9.0\)](#) including [MIT's Policy on Harassment \(9.5\)](#).
- Abide by Association policies and procedures, including confidentiality of alumni/ae information.
- Stay informed and up to date on Institute happenings and share those messages with fellow alumni/ae, serving as ambassadors of MIT and the MIT Alumni Association.
- Attend at least one Club, Class, Group, Association, or Institute event per year, and strive to be present at more events as volunteers for MIT and the Association.
- Make an annual contribution to MIT each fiscal year.
- Maintain accurate contact information in the MIT Alumni Association Directory.
- Maintain an open and responsive line of communication and provide support and feedback to staff, as requested, about volunteer activities.
- Be respectful of staff time and efforts. Offer prompt, polite communication and attention to issues affecting volunteer work.

The MIT Alumni Association reserves the right to disengage from any volunteer who does not adhere to these guidelines or whose actions are inappropriate in relation to the goals of MIT or the Association.

Association Staff Expectations and Responsibilities

The MIT Alumni Association recognizes the time and talent generously given by our committed volunteers, and the importance of the staff/volunteer partnership. To that end, all Association staff members are expected to:

- Support the Alumni Association's [Mission and Vision](#).

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- Abide by the Institute's Values Statement and the Alumni Association Values Statement to advance a caring and respectful community that embraces diversity and inclusion.
- Abide by the MIT Strategic Action Plan for Belonging, Achievement, and Composition.
- Be respectful of volunteers' time and efforts. Offer prompt, polite communication and attention to issues affecting the volunteer role.
- Keep volunteers apprised of updates and changes at the Association and the Institute, as they become known, so that they may stay informed in their role.
- Support volunteer efforts as they align with the mission and goals of MIT and of the Alumni Association.
- Abide by MIT's Relations and Responsibilities Within The MIT Community (9.0) including MIT's Policy on Harassment (9.5).