

Volunteer & Staff Expectations

Alumni Leadership Conference September 29, 2023

- Welcome and Introductions
- Staff Expectations
- Volunteer Expectations
 - Why
 - How to access
 - What
- Case study
- Small Group discussions
- Review



Staff Expectations

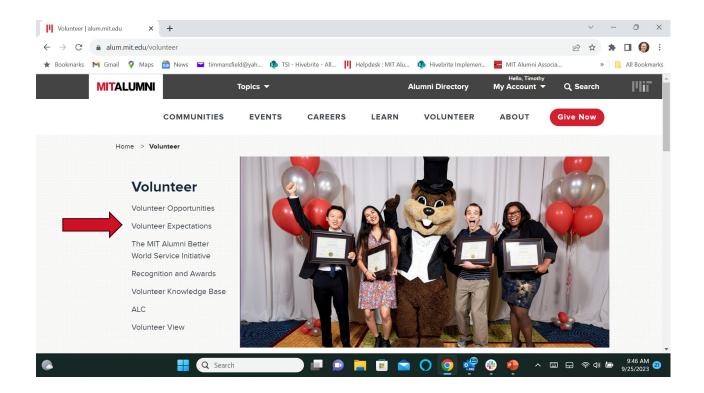
- Abide by all expectations of MIT alumni volunteers.
- Be respectful of volunteers' time and efforts. Offer prompt, polite communication and attention to issues affecting the volunteer role.
- Keep volunteers apprised of updates and changes at the Association and the Institute, as they become known, 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.



Volunteer Expectations

- Why
- How to access
- What

How to access





Volunteer Expectations

- Support the Alumni Association's <u>Mission and Vision</u>.
- Abide by the Institute's <u>Values Statement</u> and the <u>Alumni Association Values Statement</u> to advance a caring and respectful community that embraces diversity and inclusion.
- Abide by the MIT Strategic Action Plan for <u>Belonging</u>, <u>Achievement</u>, <u>and Composition</u>.
- 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 <u>MIT's Relations and Responsibilities Within The MIT Community (9.0)</u> including <u>MIT's Policy on Harassment (9.5)</u>.
- 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.



Case Study

- A volunteer has had several complaints brought forth about their behavior from both staff and peer volunteers.
- During an online meeting, this person engaged in name calling and used inappropriate language in the chat and verbally.
- It has been reported that this person has consistently engaged in bullying behavior with their peers and does not listen to other ideas.
- So far, they have not responded well to constructive feedback (from both staff and peers)
 about their behavior.



Thank you!

