

William & Mary – Regional Network Leader Roles & Responsibilities

July 1, 2022 – June 30, 2023

Roles & Responsibilities

William & Mary Regional Network Leaders roles and responsibilities:

- Network leadership will be reviewed and committed to annually, as a part of the Annual Review.
- Network Leaders are required to participate and contribute through in-person and virtual meetings, email, text, phone, social media, newsletter, Network Facebook group page, Network Leaders Group, etc. Volunteers are expected to respond to Network communications in a timely manner.
- Network Leaders are required to attend regional events whenever possible. If unable to attend a regional event, Network Leaders should let the other leadership team members know in advance.
- Network Leaders are expected to plan and/or share leadership of at least one engagement opportunity during each term of service. Engagement opportunities include regional events and digital engagement, such as writing a blog or assisting with social media engagement.
- Network Leaders agree to be financial stewards of regional budgets by assisting and planning opportunities that will engage local alumni, parents, family and friends.
- Network Leaders should stay up to date with W&M news and happenings through the regional Network Leader Newsletter, W&M Weekly and Community Conversations, and involve CARE team, WMAA and university priorities in regional programming.
- Network Leaders are expected to be stewards of the WMAA towards alumni engagement through the William & Mary Alumni Association Fund (3056). Annual gift of any size and to any area of impact to William & Mary, with a goal of 100% Regional Engagement Network leadership participation.
- W&M Alumni Volunteers are included in the policy definition of who is an insured under William & Mary Alumni Association's (WMAA) Directors & Officers policy as well as their General Liability policy. These policies would provide coverage for claims resulting from covered causes of loss for such things as wrongful acts, bodily injury, and/or property damage. WMAA's Umbrella Liability policy is written on a following form basis. This policy would provide higher limits of liability in the event of a covered loss that exceeded the primary General Liability limits.
- Network Leaders are expected to complete and adhere to the Data & Confidentiality Agreement (see page 2). Network Leaders are expected to maintain updated contact information with the university.

I have read, understand and agree to comply and follow the above guidelines.

Name:

Class Year:

Preferred Address:

Company:

Title:

Preferred Email:

Preferred Phone:

Signature:

Please send completed form to Regional Alumni Engagement staff at engagement@wm.edu

William & Mary Volunteer Confidentiality Statement

University Advancement volunteers offer significant outreach to reconnect alumni, individuals, and organizations to increase contributions and participation for William & Mary. All information disseminated to volunteers, whether in oral form or magnetic or print media, which has been gathered and compiled by the Office of University Advancement and its related staff is confidential.

The information distributed is intended to be used solely to further the fundraising mission of William & Mary (the University), the William & Mary Foundation, and other institutionally related foundations, and cannot be used for personal, commercial or any other reasons. Under no circumstances should any information be copied, distributed, or verbally communicated to anyone unless approved by the Office of University Advancement.

At the end of the volunteer term, the individual will either return to the University or destroy all confidential records that have been collected.

Responsibility: The granting of access privileges to advancement information carries with it an implicit bond of trust that you will:

- Not share information about individuals and organizations with unauthorized individuals
- Not use the advancement information for personal gain or to facilitate the personal gain of others
- Store data and information under secure conditions
- Make every reasonable effort to maintain privacy and security of information at all times
- Dispose of all information in all media in a secure fashion

Photograph Release:

I hereby grant permission to William & Mary to use photographs taken of me in any and all of its publications and in any and all other media, whether now known or hereafter existing. I will make no claim, monetary or otherwise, against William & Mary for the use of my photographs. I release William & Mary from any and all claims that might arise. I am above the age of 18 and I fully understand the contents of this release form.

Certification:

I, _____, acknowledge that in the course of my volunteer

activities I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged whether or not labeled or identified as "confidential." I also acknowledge that photographs may be taken of me during the course of my volunteer activities, and that William & Mary may use such photographs in any and all other media.

Except as required by my activities, I shall never, either during or after my volunteer time with William & Mary, directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain any information acquired in the course of my activities without the prior written consent of William & Mary.