WAA Committee Descriptions and Objectives  
(as of May 5, 2015)

**Mentoring Committee Description**

The purpose of the Mentoring Committee is to engage current students, alumni and foster a relationship of mutual interaction to provide assistance in the development of a student’s or young alumni’s personal and professional growth by sharing life experiences and providing a sounding board to listen and advise on such matters.

The committee’s responsibilities will include the following:

1. Participation in the Sophomore mentoring program
2. Participation in the Mock Interviews and Career Day
3. Participate in the Final Project critiques
4. Participate in Accelerate Program
5. Work with the Colleges to see how we can best integrate this mentoring program across the board to assist all students and foster engagement
6. Work with OAR to enhance the programs established and create a potential pool of candidates to be on the Alumni Board to participate on a committee level or Director level
7. Committee Chair will provide a monthly status update to the WAA and OAR and make recommendations for how best to implement with committee members and what participation level is
8. Develop a link from the WAA website for an unofficial mentor – review and recommend text and introduction of this committee – Committee chair to align mentors with mentees

**Communications Committee Description**

The Communications Committee enhances and maintains efforts related to publicizing and promoting the Wentworth Alumni Association (WAA), and provides resources and facilitates communications within the Association Board of Directors. Additional directives include:

- Collaborate with the Office of Alumni Relations in promoting and supporting Alumni Events on and off campus.
- Regularly provide the Institute with updates that pertain to the WAA and its endeavors.
- Promote the Institution through publicizing alumni achievements.
- Facilitate updates to and ensure the content accuracy of the WAA website.
- Communicate with Alumni Regional Chapters and provide sustainable resources for the Chapter’s success.

**Communications Committee Short-Term Objectives 2015**

- Finalize the WAA Wiki- E-space for file sharing and collaboration space for the WAA board.
  - Provide templates for official WAA materials including letterhead, purchase proposals, donation requests, etc.
  - Add meeting agendas and meeting minutes for all WAA board meetings.
o List all WAA board member contact information.

• Initiate and complete WAA website training for all Communications Committee members.
  o Assure that each communications committee member is able to independently access and update the website.
  o Create a schedule of WAA website updates, assuring that event posts are updated well ahead of the event date and revised immediately should event details and schedules change.
  o Create a peer assessment review process for each update to ensure information, spelling and grammar is appropriate and correct.

• Order additional WAA business cards with current website URL for use as needed by WAA board members.
• Design and Print new WAA marketing post cards to be used at Alumni events.
• Provide options for purchase of promotional items including cost and payback justification for approval of the WAA board. Include pre-purchase raffle items to assist with fund raising incentive for OAR and student events. Purchase items by June 30, 2015.

Athletics Committee Description:

The committee was formed to bring awareness of the WAA by connecting with current and past athletes. The main objective of Athletics Committee is to serve as a platform to connect Wentworth athletes back to the school, as well as foster networking opportunities.

In order to achieve its goals, The Athletics Committee will coordinate with the Athletic Department to sponsor and attend various varsity and alumni sporting events. The Athletics Committee will also work with the Athletic Department to develop ways to connect with former athletes, as well as strengthen connections with current team members.

Committee Goals and Objectives: Long term (black) - Short term (red) May 2015 goal

To achieve its objectives, the Athletics Committee has the following measurable goals:

• Support and attend Family and Alumni Weekend and Home Coming events.
  o Identify the number of board members need to attend?

• Support and attend Athletic Department Sponsored Alumni sporting events
  o Meet with Angel to identify all the current events and determine our involvement
  o Identify the number of board members need to attend?

• Work with the Athletic Department to identify key athletic leaders to join the committee
  o Provide Angel with a description of the athletic committee and what the roles and responsibilities for a key athletic leader along with expected levels of involvement

• Serve on the selection committee for WIT Hall of Fame and attend the award ceremony
  o Date Selection Process begins?

• Develop a strong network within each sport to enhance communication.
  o Evaluate our current involvement within the current sports we support.
Identify future teams we can establish good communication and support.

**Programming Committee Description**

The Programming Committee assists in developing and building relationships with alumni and students through various programs and events. The committee strives to close the gap between students and alumni. Our goal is to make connections with the Wentworth Student body throughout their time at the institute and therefore build a strong relationship with the Alumni Association thereafter. As we usher graduating students into the Wentworth Alumni Association it will create a more cohesive community. Our committee is also responsible for recognizing outstanding alumni and friends of Wentworth and its community through awards in several categories.

The committee is responsible for:
- Creating, implementing and promoting WAA sponsored events, such as the Annual Networking Event
- Works with the Communications Committee on the promotion of WAA events
- Coordinates resources with the Athletics, Communications and Regional Chapters as required
- Hold several student and alumni events throughout the year with the intent that these events will increase alumni involvement upon graduation
- Serve as the board’s liaison with the Office of Student Leadership Programs, Wentworth Student Government and the student population
- Solicit nominations for annual Alumni Awards
- Recommended slate of candidates to WAA Board
- Revise and/or recommend improvement/changes of the award categories
- Plan the event where the Awards are disseminated
- Keep records of all correspondence, follow-up ups and award winners

**Goal Setting:**

*2/4/15 Meeting*

- More defined role at OAR events to represent WAA.
  - A minimum # of WAA board members to be present at events: 2?
  - Set simple script for WAA board member to welcome event attendees. (Visibility for WAA)
- Appropriately manage individuals attending events - rotating to not burden same ppl.

- At least one event per Spring and Fall Semesters.
  - Two if timing and budget can support

- Include appropriate programming for our targeted audiences
  - Alum and Students

- Support other events (including non-WAA events - ex: Accepted Student Day, Career Fair, etc)