



Volunteer Leadership Conference

February 5, 2022

9:00 a.m. - 12:30 p.m.

Name, Network & Pronouns





Welcome!!!!

AGENDA

9:00 a.m. CAAA Welcome

9:15 a.m. Network Leader Introductions

9:45 a.m. Principles of Community

Dialogue on Harassment and Prevention

10:15 a.m. Break

AGENDA

10:25 a.m. Social Media 2.0

10:40 a.m. Events Forum, Picnic Day & Pivoting Back

11:20 a.m. Break

11:25 a.m. Network Leader Resources

12:05 p.m. Network Registration Planning

12:30 p.m. Good-byes!



Network Leader Introductions

Network Leader Introductions

- Name
- Network
- Time as a leader
- Three things you love about your region/group!
- What is/are the foods that comfort you during these last two years?
- Through your experience at or in connection with UC Davis, who has been an important mentor or pillar of support?





Principles of Community

Dialogue on
Harassment
and Prevention



Principles of Community

**Harassment &
Discrimination Assistance
and Prevention Program**

- Campus values and aspirations on inclusivity and belonging
- Living the UC Davis Principles of Community
- Campus resources
- Reporting mechanisms on campus and with CAAA

UC Davis Principles of Community



Value our differences and
common ground

Adopted in 1990, reaffirmed
1996, 2001, and 2010



Revised and reaffirmed in 2015

Strong statement about
systemwide community values



Living the
**Principles of
Community**



Principles of Community



“We recognize that each of us has an obligation to the UC Davis community of which we have chosen to be a part.”

“We will strive to build and maintain a culture and climate based on mutual respect and caring.”

Volunteer Leader Expectations

Terms and Conditions form

- Ensure privacy with alumni data and privacy, promoting a community of trust.
- Communicating with your CAAA liaison for any questions as soon as possible to seek support and answer questions.
- Emulate the Principles of Community when engaging our Aggie Community.
- Abide by UC Davis policy and procedures, including those around student, donor and alumni data.



HDAAP

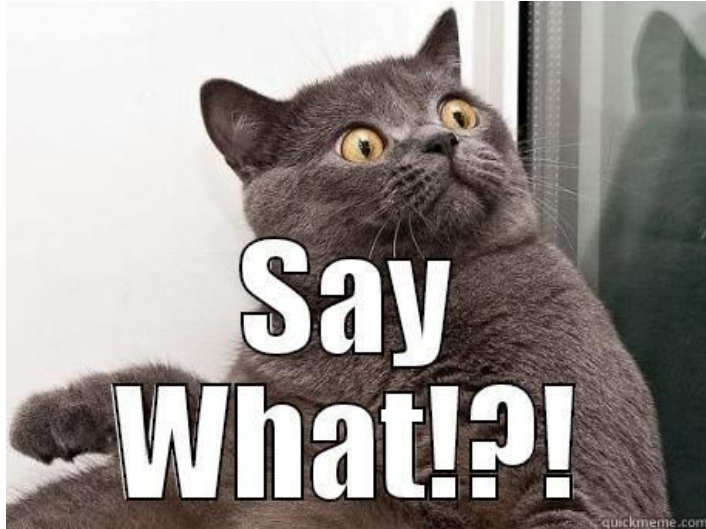


Break



Social Media 2.0

Breakout Room Bonanza



Back in 15 min!

- **Aggie Spirit Breakout Room Photo**
 - Clothes, pom poms and more!
 - Include All Things UC Davis
 - Take a photo and post it on padlet:
padlet.com/pdterry1/caaavlc2022
 - Oh and say hi!!



Events Forum, Picnic Day & Pivoting Back

EVENT PLANNING

Hosting Events in 2022

Who's done what?

- Successes!
- Failures

Looking to the 2nd Half of 2022

- What do you have planned?
- Roadblocks? Concerns?
- Successes?

How can we help?



Picnic Day Around the World

- Picnic Day is April 23rd
- Remember When?



Ideas

- Event ideas?
 - Museum Day
 - Picnic in a Park for families
 - Doesn't have to be on Saturday
 - Pub Meet up
 - Virtual Event Ideas?



Picnic Day Around the World Virtual Trivia

POTENTIAL DATES FOR TRIVIA

- West Coast
Wednesday, April 20th at 6pm Pacific
- East Coast
Thursday, April 21st at 6pm Eastern
- Europe
Friday, April 22nd at 6pm London
- Other region ideas?





Break



Network Leader Resources

Network Leader Resource Page

- Registration resources
- Training on being a leader
- Volunteer Leadership Conference resources
- Newsletters and calls
- Recruiting new leaders
- Social media guidelines
- Event planning
- Pre and Post Event forms



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Registration and Networks

- [CAAA Annual Network Registration form](#): The CAAA Annual Network Registration form is open from to April 30, 2022. All networks are required to submit the registration each year.
- [Network Registration Instruction Worksheet](#): Download the worksheet to guide you through all the components of the network registration.
- [Terms and Conditions Form](#): Each network leader is required to read and sign the terms and conditions form as part of the network registration and continued compliance for the group. The Terms and Conditions form must be completed by April 30, 2022 to finalize network registration. Volunteers appointed after network registration must fill out this form to finalize network leader status.
- CAAA Membership: Each alumni leader must have a current annual or lifetime membership. Members information can be found on the [One Alumni Network page](#).
- [Bylaws Template](#): A sample bylaws is available for groups to help establish guidance within the Cal Aggie Alumni Association Board of Governance.
- Checklists for [creating networks](#) assist with new groups in the Cal Aggie Alumni Association. Groups that are [dissolving can use this worksheet](#).

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Being a Leader

- Learn more about the volunteer role in the [CAAA Network Leader Position Description](#).
- The virtual orientation videos are a chance for new and current leaders to become familiar with CAAA at your own pace. Orientation videos are helpful tools to watch and provide quizzes to align with processes and procedures towards being a successful leader.
 - [Session 1: Introduction to Alumni Associations and the Cal Aggie Alumni Association \(CAAA\)](#) (21:47)
 - [Session 2: Networks](#) 17:53)
 - [Session 3: Network Leaders and the role of your CAAA Liaison](#) (7:38)
 - [Session 4: Planning Events](#) (17:06)
 - [Session 5: Communications](#) (2:46)
 - [Session 6: Philanthropy and Development & Alumni Relations \(DEVAR\)](#) (5:37)
 - [Session 7: Tips, Challenges, and Successes](#) (21:58)
- Do you know someone who would be make a good Leader for your network? Send them the [Volunteer Interest Form](#) so that CAAA can connect with them. New Network Leaders just need to check "Network Leader" on the form and let CAAA know which network(s) they want to join.
- [Network Leader Social Media Guidelines](#)

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Professional Development and Ongoing Support

Volunteer Leadership Conferences



- Virtual Volunteer Leadership Conference (February 5, 2022)
 - [Information and Registration](#)
- Virtual Volunteer Leadership Conference (February 2021)
 - [Information](#)
 - [February 10 - The Happy and Healthy Volunteer: Reducing Burnout by Bolstering a Community of Wellness Among Network Leaders](#)
 - [February 12 - Leadership Skills](#)
 - [February 19 - Connecting Volunteering to your Career](#)

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Past Quarterly Network Leader Calls Notes

- July 27, 2021 | [PowerPoint](#)
- March 16, 2021 | [Notes](#) | [PowerPoint](#)
- October 5, 2021 | [Notes](#) | [PowerPoint](#)
- January 13, 2022 | [Recording](#) | [Slides](#) | [Notes](#)

Network Leader Newsletters (21-22)

- June 2022
- May 2022
- April 2022
- Network Registration

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- **Pre and Post Event forms**

Event Planning and Resources

- [Event Request Form](#) (Needs to be Submitted 6 Weeks Before the Event)
- [Post-Event Form](#)
- [Event Planning Guide](#) (Event Ideas, Steps for Planning Events, and Tips)
- [Event Sponsorship Guidelines](#)
- [Career Event in a Box Facilitation Guides](#)

Pre and Post Event Forms

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Events and Planning

- Time to process approved contracts
- Ensure space and capacity is available
- Applications for event insurance
- Visibility with posting on CAAA website, newsletters, social media and email marketing
- Avoid conflicts of interest and prior university contracts
- Moves from reactive planning to strategic planning
- Reimbursement approvals

Activities and Events

Terms and Conditions form

- All solicitations (business, gifts, contracts, catering, cash, tickets) must be pre-approved by Cal Aggie Alumni Association and Development and Alumni Relations.
- Contact CAAA prior to using university branding as it relates to events and activities with CAAA, AAR, UC Davis Strategic Communications and DEVAR marketing and Communications.
- Networks are not permitted to influence legislation or participate or intervene in activities on behalf of any candidate for public office unless direction from UCOP and UC Davis is given.





Network Registration

2022-2023 Network Registration Breakout Rooms

Network Leader Resource Page

<https://bit.ly/caaanlr>

- Network Registration
 - one per network
- Terms and Conditions
 - one per network leader
- Membership Reminder
 - current annual or lifetime
- Budget Discussion
- Event Planning & Annual Requirements
- Questions?

Register by April 30, 2022!



What else?





Thank you!