

## FREQUENTLY ASKED QUESTIONS

### **How do I get permission to send emails to alumni in my area?**

At the beginning of your term as an alumni club leader, you will be required to sign a confidentiality report and terms of use agreement. Once you have signed this form you must complete a training session about the online tools from a member of the Office of Alumni Relations' virtual services team.

### **How can I add new administrators to my alumni club?**

Members of the alumni club's leadership team may be added as administrators on the Kellogg Alumni Network. This access allows them to update their club's Web site, events page and send blast emails. Please contact the Office of Alumni Relations at [alumni-clubs@kellogg.northwestern.edu](mailto:alumni-clubs@kellogg.northwestern.edu) with your request.

### **How can alumni join our club email distribution list?**

Alumni must log into the Kellogg Alumni Network at <https://kellogg alumni.northwestern.edu/>. Once logged-in, click 'Email Subscriptions'. Within 'Email Subscriptions' select Regional Clubs or Special Interest. Select the distribution list in your region or industry of interest you wish to subscribe to, select one or more choice(s), and click 'Update'.

### **A current/prospective student wants to know how to find alumni in his/her field. Who can I put him/her in contact with?**

Please advise the student to contact the Career Management Center at [cmc@kellogg.northwestern.edu](mailto:cmc@kellogg.northwestern.edu). If a prospective student has questions, please advise him/her to contact that Admissions Office at 847.491.3308.

### **If I don't have a regional officer, who can I contact?**

Please contact the Office of Alumni Relations at [alumni-clubs@kellogg.northwestern.edu](mailto:alumni-clubs@kellogg.northwestern.edu) with any questions you may have. The Alumni Clubs Team will then be able to put you in contact with the proper person to handle your inquiry.

### **I need more leaders. What should I do?**

While there are several ways to approach this, the key is getting the word out and finding qualified candidates. Whatever approach you take, first decide what leadership qualities you are seeking. Communicate to the Kellogg alumni community in your geography that you are looking for qualified leaders. You may then want to host an event to interview those interested. Remember that good leadership is critical to a club's success.

### **How do I obtain a list of alumni in my region?**

Make sure you have access to "Leadership Tools" on the Kellogg Alumni Network database. (If you don't have access, please contact your regional club officer or a member of the Alumni Clubs Team.) Log into the alumni database, click on "Leadership Tools", click "Generate Reports", and specify your search parameters in addition to the report fields. For detailed instructions, please contact your regional club officer or a member of the Alumni Clubs Team.

### **I have been a club leader for many years and am ready to pass on the role. What do I do?**

Inform your regional officer or a member of the Alumni Clubs Team that you intend to take your leave from your current volunteer position. It's important for current club leaders to think about who will succeed them after their volunteer service is complete. If a formal succession plan is not listed within the club's bylaws (i.e. the vice president automatically succeeds the president) a board meeting will be an ideal start in discussing the next steps to seek a replacement for the vacant position. In recruiting volunteer leaders, seek the recommendation of the current leadership team, history of past active alumni, and your regional officer recommendations. Make sure that your succession plan is agreed upon by the leadership team and other key club members.