

Branches and Clubs Committee Report October, 2022

Co-Chairs Julia Almanzan '92 and Angela Adams DeMoss MA '99 met several times after their September 14, 2022 appointments, and Julia was notified of her position on September 24, 2022.

Many alumnae do not know the history of the branches/clubs, and their relationship to the AAMC. We are providing materials demonstrating some of the history of branches/clubs dating back to 1895, wherein the AAMC was established in 1879. Many of you recall Regional Governors, as mentioned in the attachments. In fact, Julia previously served as Regional Governor of Southern California. As the AAMC moves forward in re-defining itself, the branches/clubs committee thinks it is imperative to “Remember Who You Are and What You Represent”. We default to those documents and written history to guide us when others question who we are. Please take the time to review the materials we have attached, as those documents are herein incorporated as part of our report.

Currently the AAMC Bylaws, page 11, Article XI references Branch Associations and the requirements to form them. In her old Board of Governors training materials, Julia located procedures for establishing a branch/club with the AAMC, as well as the qualifications and descriptions of AAMC's branch and regional leaders (see attached). Julia and Angela will use these documents as guidelines for developing a formal protocol for alumnae in various regions to establish their own branches and clubs via the AAMC.

Since the ability to communicate with alumnae in specific regions may currently be seemingly dependent on Northeastern Alumnae Relations database of alumnae, Julia and Angela plan to explore what the requirements may be for accessing alumnae information for Northeastern's liaisons in Alumnae Relations, Nikole Adams and Chelsea Ekholm. Julia and Angela will also need to learn more about the AAMC alumnae database, and its ability to identify alumnae by region.

Being able to freely communicate with alumnae is naturally one of our most significant needs as we move to establish branches/clubs in as many places around the world as possible. With approximately 26,000 or so alumnae in the world, we know how much work is to be done. The AAMC database is essential to maintain independence and our committee hopes to help contribute to its success. Given the AAMC's organizational survival is at stake, our committee believes it is necessary for the AAMC to invest in staff and systems. As mentioned, communication with alumnae is key—this should be done as a collaborative effort amongst all committees, including our committee, and not just the designated Communications

Committee, which already carries a heavy burden. If anyone has forgotten or doesn't know, the AAMC was once fully staffed with sophisticated systems in place. The literature we are providing reminds us of this. As such, in order to function at our highest level, even as volunteers, a robust staff and systems should be put in place as soon as possible.

Given that we have held our joint position less than two weeks, we have a limited amount of branch activity from existing branches to report at this time.

Los Angeles Mills College Alumnae (LAMCA)

Since the AAMC general meeting in May, LAMCA has held almost monthly meetings, either in person or via Zoom due to Covid-19. Northeastern Alumnae Relations recently assisted in sending out a survey to any alumnae in Los Angeles County with an email address. Given LAMCA's goal is to host a variety of social events or gatherings once a month, LAMCA sought input from alumnae on the types of events they preferred. Over forty responses have been received since the survey was emailed on September 14, 2022. LAMCA's next event is October 22, 2022, and includes a free tour of the Westwood Greenway followed by a no host lunch. This event is limited to 20 persons. Please contact Julia Almanzan (cell 818-388-8002) if you will be in the area and would like to join LAMCA. LAMCA has a new email address: lamillscollegealums@gmail.com.

East Bay Branch

Since May 2022, the East Bay branch has held monthly Zoom meetings and hosted a happy hour at Yoshi's in Oakland. A number of members also attended the recent social gathering hosted by the AAMC on September 25, 2022, at Reinhardt Alumnae House. The branch is also hosting a campout and campfire at Reinhardt Redwood Park and off-site Reunion Weekend activities this weekend (October 7-9,

2022). Please contact the East Bay branch at eastbaymillsbranch@gmail.com for more information.

Contra Costa Branch

Per branch member Moya Stone MFA '03, Contra Costa Branch had their first meeting on Saturday, September 17, 2022 in Walnut Creek. Members introduced themselves and discussed possible activities for their branch, including: a visit to the Oakland Museum, which currently has the "Hella Feminist" exhibit (including some Mills alums), a visit to the Mills Art Gallery, a book club, a tea, visiting the Bedford Museum in Walnut Creek and walking tours around the Walnut Creek downtown area. The group is also planning an event for February at the new Pleasant Hill

Library with Rhani Bigay '14. She is going to lead a class in sewing. Details to come. The group has a new email

address: contracostamillscollegealums@gmail.com.

Palo Alto Area Mills College Club (PAAMCC)

Per branch member and AAMC Vice President Kathleen Roskos '80, the branch met in early August. They are considering a holiday social gathering in November or December. At the meeting, members shared what has been important to them about the PAAMCC – the answers on activities ranged from social, learning, book club, philanthropy, campus-related and mentorship. It was decided to start small with a social event, and follow with a learning event. The branch is looking for San Mateo and Santa Clara County Mills College alums who might be interested in joining to contact them. They are also seeking a lead for a holiday social gathering to help with finding a venue, a date/time, and a small committee to organize a few more of the specifics. The branch email address is PAAMCC@gmail.com. Contacts are Kathleen Roskos '80, Anna Henderson '82, and Leslie Fried Behar '79, and more information can be found on the club's website at <http://paloaltomillsclub.com/index.html>.

There is also interest in reviving the **Sacramento and San Joaquin branches**.

Alumnae not currently connected with a branch in their area or who are interested in starting a new branch should contact Julia Almanzan at juliaalmanzan@hotmail.com and Angela Adams DeMoss at millsieangela99@gmail.com.

Respectfully submitted, Julia Almanzan, '92
Angela Adams DeMoss, MA '99

**PROCEDURES TO ESTABLISH A
BRANCH CLUB of the AAMC**

The legal status of a branch is complex and encompasses many issues. The AAMC is the legal umbrella of all branches and thus passes along its many legal attributes. For instance, the AAMC's insurance coverage of officer's liability is extended to the branches. A branch can also use the AAMC's exempt status, as verified by our exemption certificate, to be eligible for a non-profit bulk permit that can be used for certain qualifying activities as determined by the IRS. Similarly, a branch and the AAMC incur some liability exposure when having any event involving the consumption of alcohol. These issues and others are explored further at the ALT Workshop (for all branch Presidents and Regional Governors) in the Spring on campus.

All branches must have ByLaws (which must be consistent with the AAMC's) and must have the authorization of the Board of Governors in order to operate. The B.O.G. has the right to revoke that authorization and all branches formed after June 1, 1991 must have a ByLaws provision to this effect. Each branch should locate and review their own ByLaws periodically.

Suggested plan for establishing a branch when you know you have sufficient interest:

1. Contact *Sharon Tabei* to get copy of ByLaws of AAMC
2. Write ByLaws for your branch; obtain help of attorney specializing in nonprofit incorporations.
3. Submit final draft to Chair of Branch and Regional Committee of BOG who will present it to the BOG for action. Contact *Susan Brown* ~~Peppod~~ or the current AAMC President to get on agenda for next BOG meeting. *Karen May*
4. The BOG will approve or ask for revisions to your ByLaws

VENUE CHAPTER

ALUMNAE ASSOCIATION OF MILLS COLLEGE
ALUMNAE LEADERSHIP TRAINING 1997

Oral Address
The History and Purpose of the Regional and Branch Program
by Louise "Weezie" Hayes Vanderliet

Welcome to the "Service School"¹ of 1997

1879

It was during Commencement week on a rainy Wednesday, May 28, 1879 that a meeting was called to form an alumnae association. The rain stopped. The sun came out and the meeting was opened by Mrs. Mills who said a prayer. A Chair/President was elected as was a secretary appointed. They adopted a constitution, the object of which was:

1. To promote the prosperity of Mills College.
2. To obtain facts relative to its graduates (the task of).
3. To facilitate social intercourse (record keeping was begun) and intellectual culture among alumnae.

When Mrs. Mills called the meeting, surely and mainly the interest of the group was a sentimental one. This continued to be the case for the next 20 years or so. Yes, Reunions were annual affairs and gradually became more elaborate, and the idea of branch organization came into being and yes, from 1895 on clubs were established in key places--San Francisco, Alameda County, Portland, Seattle, Los Angeles, Pasadena and even New York. It took seven years between 1907 - 1914 to organize alumnae into branches.

Recognition of the Alumnae Association's importance grew in the early 1900's. Alumnae gained representation on the Mills Board of Trustees. The Board of Governors nominated the person and the trustees elected her. Gradually this became three alumnae trustees who served on both boards and were liaisons between the two. There continues to be three Alumnae Trustees to this day. After the 1990 strike and the crisis passed, an agreement was reached between the two boards to accept nominations and elect the trustee yearly from the whole of the alumnae association via the Quarterly.

¹ The Service School was the title given to the first training of volunteers on campus in February 1920.

1918

The associations' activities became complex and records accumulated quickly. We needed a home, a staff and an official means of communication. Rosalind Keep, R. Keep as she was known, was appointed the first Executive Secretary, and she began the *Quarterly* at this time. In 1920 a revision of the constitution and by-laws was completed. The association became a corporation under California law - separate from Mills College, but existing entirely to support the college. An office was established on campus, the age of sentimentality having waned, and much of the effort of the association was directed to fundraising. In 1927, the Alumnae Fund was established and the association achieved financial independence of the College in 1930. In 1931, the Fund, modeled after Eastern colleges, had running expenses which totaled \$1,300 a year! By April 1932, the purpose of the AAMC in the By-Laws reads, "To promote the interests of Mills College and maintain among its graduates a spirit of fellowship and service."

Alumnae have always been helpful in student recruitment, but in 1929 a formal program was launched to help the Office of Admission with this task called the Student Referral Program. In the 70's, the name of this program was changed to the Alumnae Admissions Representative Program - AARs. This continued into the mid 90's when the college took the program and placed it in the hands of the Admissions Office.

The 30's & 40's were tough times. The Depression of the 30's wasn't over when the second World War began, but the construction of Reinhardt Alumnae House in the late 40's under the auspices of the Board of Governors headed by Connie Wong Ong '42 as Chair (known by many as Jade Snow Wong) certainly was tangible evidence that our existence was very much a presence. Some discussion came up during this time that we should be just another office of the College. The Board of Governors did not favor this idea and they took the matter to the President of the College, Dr. Lynn White, who wholeheartedly supported a self-governing, separate organization. So for then this matter was settled. In reorganizing, one of the first steps included employment of a field representative secretary to go forth revitalizing old branches and making new ones possible.

The 50's and 60's saw the Alumnae Fund gradually prosper. Alumnae contributed generously to the Second Century Fund of 1950-53, and a major campaign - the Challenge Fund in 1964-67 under President C. Easton Rothwell. Regions and branches again played an active role. Other AAMC programs were organized and finely tuned. Communications made programs on a national scale more successful.

Branch activities also increased during the 50's & 60's. Their programs became modeled after the four main programs of the Association: Fund, Student Referral, Public Relations and Continuing Education. Branch Presidents and Regional Governors received the minutes of the Board of Governors meetings and they were trained annually on campus at Alumnae Councils. There are 13 Regions in the U.S. headed by Regional Governors. In those Regions where there are no official branches the governors play a leading role in bringing alumnae together. They become acquainted with other active alumnae in their regions: Alumnae Trustees, Class Agents and Secretaries, AARs, teachers and professors in schools and colleges. They should oversee any visits from the officers of the College as well as any visits from professors to their regions.

The Regional and Branch purposes have always coincided with the programs and purposes of the Board of Governors: to raise unrestricted funds, by phonathons etc., to represent Mills at recruitment events three AAR programs, to present and be part of educational programs in their local communities, to assist and support each other and current Mills students through the Career Network and Alumnae Student Relations programs.

In the 70's and 80's and in this decade too our efforts have been changed considerably by several factors, and in the 90's the Strategic Plan was carefully drawn up to address our present and future directions.

FIRST In response to the changing student body population, particularly evident after the strike and the Trustees' decision to remain a college for women, our alumnae programs must change. They must be reflective of this dramatically changing alumnae population.

SECOND No more are we a four year residential college on a secluded campus for single women between the ages of 17-22.

THIRD The student body population is diverse - in age, race, gender, culture, etc. We are single, married, divorced, single parents. Our recent alumnae are these women and our association must reflect the needs and desires of these women and must include the needs and desires of all our alumnae in our present and in our future planning.

Alumnae are on professional career paths, in graduate schools, rearing children, caring for elderly or ill parents, all things which greatly limit the time they can devote to volunteer work. Many younger and newer alumnae bear great financial burdens. AAMC must be cognizant of the needs of these women if we hope and expect their support physically and financially. The Strategic Plan helps to guide us and can be used at the Board, Region and Branch levels.

A diverse student body will continue to produce a diverse alumnae body.

In 1995, a new duty was assigned to the Branch and Regional Program. The College President's Office asked us to locate alumnae across the country to represent Mills and President Holmgren at colleges and university inaugural celebrations when she couldn't attend. We accomplish this working through the Regional Governors. To date this has proven good public relations for the College and a marvelous vehicle to include alumnae otherwise unable to come in contact with the College or Branch activities. In 1995-96 Mills represented at 25 Inaugurals. In 1996-97 we were present at 31. I urge you study the names on these lists and realize an unexplored group of alumnae who continually thank us and tell us what a joyous job representing Mills is in cap, gown and hood, and how it reawakened their memories of Mills and their interest in things academic.

So again, Welcome to the "Service School of 1997". The Service School was the title given to the first training of volunteers on campus in 1920. This name evolved into the annual Alumnae Council, for many years a major program of the whole Board to re-educate Branch Leaders, Regional Governors and AARs.

In the 90's after the strike and the crisis we are today meeting under the title "Alumnae Leadership Training". We are meeting for the same reasons - to serve each other and the College we love.

Thank you.

Louise Hayes Vanderliet, '53
Co-Chair, Branch and Regional Organization
October 1997
Reinhardt Alumnae House

**ALUMNAE LEADERSHIP TRAINING WORKSHOP
OCTOBER 24-26, 1997**

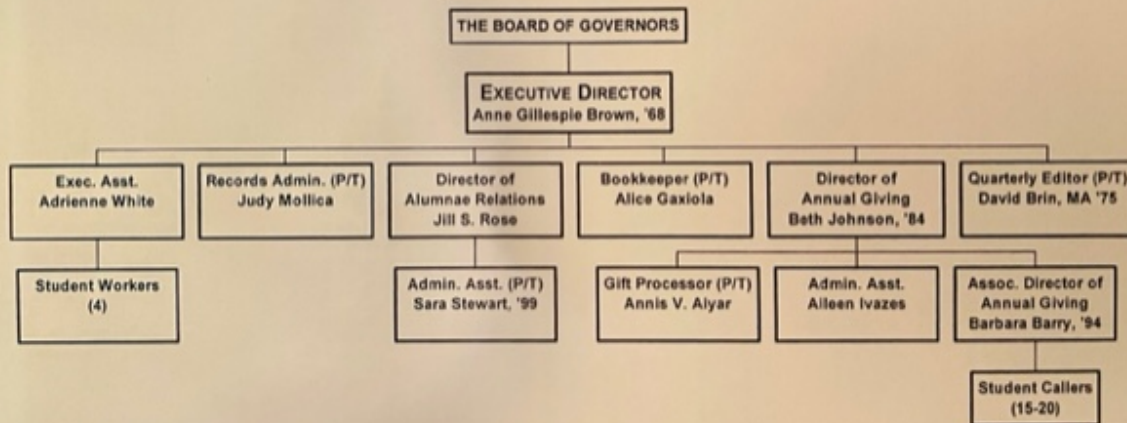
**RELATIONSHIP BETWEEN BRANCH AND REGIONAL LEADERSHIP
AND THE AAR PROGRAM**

A Regional Governor is a member of the Board of Governors and the representative of the Alumnae Association for her region. There are 13 designated regions in the United States, each with its own combination of alumnae population and activity level. While some areas have one or more active Branches, others have no Branch activity and the Governor is the primary Mills representative.

AARs should be responsible for introducing themselves to Regional and Branch leaders. They should be encouraged to make their efforts known to these leaders and to solicit their help when needed. While an AAR is directed by and is responsible to the Admissions Office, Branch and Regional support can be most helpful. Where there is an active Branch, the AAR sits on that Branch Board to give admissions information and to request Branch help as necessary.

These alumnae leaders are a good resource for the Admissions Office to use in recruiting new AARs and to acquaint the Officers with the local communities and high schools. Each Regional Governor is acquainted with active and sometimes active alumnae and on occasions is contacted for admissions information. All Regional Governors should be on the mailing list for the AAR Update so they can speak knowledgeably on student recruiting plans.

ALUMNAE ASSOCIATION OF MILLS COLLEGE STAFF ORGANIZATION



HISTORY, PURPOSE AND PROGRAMS OF THE ALUMNAE ASSOCIATION

The Alumnae Association was established in 1879 by alumnae of the College to support the College as well as to provide a means by which alumnae can stay connected to the College and each other. The Association is an independent 501(c)3, non-profit organization, and is one of the few independent alumnae or alumni organizations in the country.

The business and property of the Alumnae Association are controlled by the Association's volunteer Board of Governors, and the day-to-day management is undertaken by the staff of the Association. The Alumnae Association designs and operates programs and services for alumnae, to keep them emotionally, intellectually and financially connected to Mills and to the Alumnae Association. Members of the Board of Governors provide leadership and direction to each Association program, and the Association staff provides support and professional expertise which insures continuity and effectiveness.

The **Alumnae Fund** raises unrestricted money from alumnae to fund the staffing and expenses of all alumnae programs, as well as to provide an annual Gift to the College. The Gift to the College traditionally is designated for student scholarships and faculty salaries. Programs within the Alumnae Fund are:

The **Annual Leadership Gifts Committee** raises annual gifts of \$1,000 and up, and oversees the recognition programs for those donors (including the Cyrus and Susan Mills Society, the President's Circle, and the Founders' Circle.)

The **Class Agent Program** stimulates class based giving through an annual letter writing campaign, and encourages increased giving and participation in honor of Reunion.

The **Phonathon Program** organizes on-campus phonathons with volunteer alumnae and paid student phoners, and supports branch phonathons.

The **Direct Mail Program** raises funds through four or more annual targeted appeals.

Additional funds are raised through a 50th Reunion program, merchandise marketing, and special projects. Donors will be acknowledged in the summer through a Class Honor Roll, which provides alumnae with a list of all donors in their class.

The **Alumnae Student Relations (ASR)** program sponsors events that bring together alumnae and current students to foster the bonds between them, and to cultivate students for their role as the alumnae of the future.

The **Branch and Regional Organization** provides a national structure by which alumnae may support each other in and out of the Bay Area, and provides a vehicle for events and gatherings in the name of the College and the Alumnae Association.

HISTORY, PURPOSE AND PROGRAMS OF THE ALUMNAE ASSOCIATION (Continued)

The **Career Network** program stimulates career networking between alumnae through events and participation in the Career Network Resource Directory.

The **Class Secretaries** program promotes solidarity between classmates by organizing an annual or bi-annual letter by each class secretary which reports on the activities of each class.

The **Diversity** program seeks to increase the participation of alumnae of color in the activities of the Alumnae Association and the College.

The **Lesbian/Bisexual Committee** seeks to increase the participation of lesbian and bisexual alumnae in the activities of the Alumnae Association.

The **Oral History Project** maintains the traditions and history of the College and her alumnae by keeping oral histories, which will be archived and available in manuscript and video.

The **Quarterly Magazine** is published by the AAMC to report of the activities of the Association and its branches, to reflect the quality, dignity and academic achievement of the College community, to communicate the exuberance and vitality of College life, and to demonstrate the achievements and interests of Mills alumnae.

The **Reunion** program sponsors a three day Reunion each year that brings alumnae back to the campus for festivities, continuing education and information about College and Alumnae Association activities.

The **Travel** program offers eight international and domestic tours per year. A portion of the fares support the Alumnae Fund, while the tours themselves offer alumnae and friends the opportunity to travel together under the auspices of the Alumnae Association of Mills College.

The Alumnae Association conducts internal and administrative business with the guidance of the following committees: **By-laws, Executive, Finance, Nominating, and Personnel**. The AAMC Strategic Plan was crafted in 1994-95 with significant alumnae involvement. Its implementation is overseen by the Vice-President, Operations of the Board of Governors, who reports to the full Board on progress.

The Alumnae Association works cooperatively with Mills College. The Executive Director sits on the President's Council, a team of College management people who advise the College President. She meets regularly with the College President and College Officers. She facilitates communication with the College and represents the alumnae in all matters with respect to College business.

admin@1999history
Revised 4/21/99

ALUMNAE ASSOCIATION OF MILLS COLLEGE

BRANCH AND REGIONAL ORGANIZATION

The purpose of the Branch and Regional Organization program is to provide a structure through which alumnae, particularly those outside of the San Francisco Bay Area, stay connected with each other, with the Alumnae Association, and with the College.

The program is coordinated by the Chair(s) of Branch and Regional Organization who are volunteers, and by the Alumnae Director who is the staff person. The volunteer Chairs communicate information from Branches and Regions about their activities and progress to the Board of Governors.

The Alumnae Director and her staff provide logistical assistance, information from the data base and other professional expertise as needed. The Alumnae Director travels regularly to Branches and Regions to report to alumnae on College and Alumnae Association affairs and to listen to alumnae concerns and issues.

The Branch and Regional representatives should send copies of all communications (newsletters, invitations, etc.) to Reinhardt Alumnae House (c/o Alumnae Director.) At the end of the year, the representatives should prepare a brief final report to the AAMC. The report should provide a chronological list of events and major meetings, the city in which each was held, and the number of attendees. The information is reported to the AAMC Board of Governors and the College Board of Trustees.

REGIONS

There are thirteen Regions: Eastern Great Lakes, Middle Atlantic, Middle California, Mid-West, North Central, Northeast, Northern California, Rocky Mountain, South Central, Southeast, Southern California, and Southwest. (See Region Breakdown for details.) Most Regions encompass one or more active Branches.

The Regional Governor is elected by the Alumnae Association Board of Governors and serves a three year term. She is considered a voting member of the Board of Governors. She receives notification of all Board meetings and may attend meetings whenever she is in town. She may not vote on issues in absentia.

The Regional Governor provides support to the Branches in her area, and assists the non-branch areas with events, student recruitment, and welcoming new alumnae to the area. Each Region is different, and the annual goals of each Regional Governor will reflect the particular demographics of her area. The Regional Governor also helps locate alumnae who will represent Mills College at College Presidential inaugurations.

BRANCH AND REGIONAL ORGANIZATION (continued)

BRANCHES

There are approximately thirty branches in the United States and the world. Any area could have a branch, provided they prepare by-laws which are consistent with the AAMC by-laws and the area has a population of at least 200 alumnae ("critical mass") to ensure adequate participation. (Some exceptions to the population rule are made, based on enthusiasm.)

The purpose of a branch is to provide a means for alumnae of the College to come together to recreate the spirit and experience of the Mills community. The branch may choose from a number of vehicles to create and perpetuate the Mills community: newsletters, social events, recruitment events to meet entering and current students, continuing education events that feature Mills faculty, regional scholarship fund raising, a holiday tea, and monthly career networking functions are programs that have been successful in various areas.

Branches are self-supporting, that is, they do not receive any financial support from Reinhardt Alumnae House. Typically, branches create a dues paying structure that is used to offset the costs of events and newsletters. Most branches' dues structure have a sliding scale that offers lower rates to recent graduates as an incentive to increase their participation.

Branch leadership is determined by the branch itself, by whatever means it wishes. Care should be taken to insure that new leadership is continually developed. Many branches accomplish their goals through the development of an organization structure which usually includes officers and/or chairs of activity committees (such as membership, newsletter, spring lunch).

What constitutes an adequate level of branch activity varies from branch to branch. Where there are fewer alumnae, the branch may limit their activities to supporting the local AAR and one event per year. Where there are more alumnae, a more diverse selection of programming is important in order to appeal to greater numbers of people.

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ALUMNAE ASSOCIATION OF MILLS COLLEGE

JOB DESCRIPTION - ALUMNAE ASSOCIATION REGIONAL GOVERNOR

Background: The purpose of the Branch and Region structure is to enable alumnae of Mills to come together both to recreate the feeling and experience of the Mills community, and to support the College, the Alumnae Association and each other.

Term: The term of a Regional Governor is three years, commencing June 1. Regional Governors are elected by the AAMC Board of Governors and are members of the Board. The Board of Governors meets six times per year to conduct Association business. Regional Governors typically do not attend Board meetings because they live out of town, but are always welcome, and are voting members of the Board (though not in absentia).

Responsibilities:

1. Be a reliable institutional liaison between the Region and the Alumnae Association. Provide Board level leadership to various regions of the Alumnae Association.
2. Be in contact with and support any branches or clubs within the Region. A good rule of thumb is to contact branch leadership twice yearly. Convey any updates to the Alumnae Association.
3. Organize events insofar as possible with alumnae in non-branch areas. Be aware of new members moving to non-branch areas; welcome them and put them in touch with other alumnae. Assist in locating Mills alumnae representatives for College Presidential inaugurals.
4. Identify potential alumnae volunteers and involve them in Region work, branch work or give their name to the AAMC office at Reinhardt Alumnae House.
5. Attend branch events and/or Branch Board meetings whenever possible.
6. Support the Alumnae Admissions Recruitment (AAR) program whenever possible, by helping to locate potential AARs or assisting in organizing events.
7. Attend AAMC Board meetings whenever possible.
8. Create a Regional work plan that includes the above responsibilities and when they will likely be carried out.
9. Submit a brief written report to the Alumnae Association at the end of each fiscal year (May 31). Include your proposed work plan for the next year.

BRANCH AND THE ALUMNAE ASSOCIATION OF MILLS COLLEGE

JOB DESCRIPTION - BRANCH PRESIDENT/LEADER

Background: There are approximately 30 Mills Branches across the United States and the world. The purpose of a Branch is to create a structure by which alumnae of the College may come together both to recreate the feelings and experience of the Mills community and to support the College, the Alumnae Association and each other.

Mills Branch leadership may be a formal President and Board structure or may be more informal. Some branches use co-chairs and a coordinating committee, while some have a single coordinator with a committee that is active only for events. Each branch should select their own leadership structure based on their needs.

Term: Terms are determined by each Branch individually.

Responsibilities:

1. Be a reliable institutional liaison between the Branch and the Alumnae Association. Convey issues and events of the Branch to the Alumnae Association.
2. Retain ultimate responsibility for Branch finances and record keeping, duties for which may be delegated to a Treasurer.
3. Plan and conduct Branch meetings.
4. Identify and recruit volunteers; delegate Branch responsibilities to volunteers through a Branch Board structure or through more informal means.
5. Plan appropriate events to maximize participation of alumnae in the Branch.
6. Carry out other duties as defined by the Branch.
7. Submit a brief written report to the Alumnae Association at the end of the fiscal year (May 31) about activities, finances and participation.

**ALUMNAE ASSOCIATION OF MILLS COLLEGE
ALUMNAE LEADERSHIP TRAINING**

REGION BREAKDOWN

NORTHEAST

Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Connecticut, New Jersey, New York, and Eastern Pennsylvania—Counties: Adams, Berks, Bradford, Bucks, Carbon, Centre, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, York.

EASTERN GREAT LAKES

Michigan, Ohio, and Western Pennsylvania—Counties: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Franklin, Fulton, Greene, Huntington, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, Westmoreland.

ROCKY MOUNTAIN

Colorado, Montana, Wyoming, and Utah.

NORTHWEST

Washington, Oregon, Idaho, and Alaska.

MIDDLE ATLANTIC

Delaware, Maryland, Washington, DC, Virginia, West Virginia, North Carolina and South Carolina.

SOUTHEAST

Kentucky, Tennessee, Alabama, Mississippi, Georgia, and Florida.

AAMC Region Breakdown

SOUTH CENTRAL

Arkansas, Louisiana, Texas, and Oklahoma.

SOUTHWEST

Nevada--South of Highway #50, Arizona, and New Mexico.

NORTH CENTRAL

Illinois, Indiana, Iowa-(except Sioux City), Minnesota, and Wisconsin.

MIDWEST

North Dakota, South Dakota, Nebraska, Kansas, Missouri, and Sioux City, IA.

NORTHERN CALIFORNIA

Greater Sacramento--Counties: Amador, Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba, Trinity.

Nevada--Highway #50 and North--including Carson City.

MIDDLE CALIFORNIA

Mills Clubs: Berkeley, Central Valley, Marin, Mt. Diablo, Monterey Bay Area, Napa/Sonoma, Oakland, Palo Alto, Peninsula, San Francisco, San Joaquin, Santa Clara, Sonoma.

Counties: Alpine, Calaveras, Fresno, Kings, Madera, Mariposa, Merced, Mono, Napa, Solano, (area in Sacramento Mills Club not included), Stanislaus, Tulare, and Tuolumne. (Non-branch areas).

SOUTHERN CALIFORNIA

Mills Clubs: Los Angeles, Orange County, Pasadena, Riverside-San Bernardino, San Diego, and Santa Barbara.

Counties: Imperial, Inyo, Kern, and San Luis Obispo. (Non-branch areas).

FOREIGN COUNTRIES

All foreign countries, APO's and FPO's.

ALUMNAE ASSOCIATION OF MILLS COLLEGE
ALUMNAE LEADERSHIP TRAINING

BRANCH AND REGIONAL GOVERNORS ORIENTATION

The Care of Visiting Dignitaries

Hosting successful events involving Mills dignitaries is a wonderful way to bring the spirit and experience of the College to your area. Periodically, members of the Mills community inform us of their travel plans and their willingness to meet with alumnae. When that occurs, and if there is sufficient lead time, we contact either the Regional Governor or the Branch President.

The following are some tips on how to organize a successful event for visiting dignitaries.

Who may be visiting: College president; college officers, alumnae director; admission officer; faculty member; high profile alumnae, etc.

Why: Traveling for college business; promote college or AAMC; fund raising; student recruiting; attending a professional conference; other business matters.

What: Keep it simple, inexpensive and informal. Your event does not have to include a meal or refreshment if location or budget do not permit.

When: Plan it at a time that would allow the greatest number of your group to attend. Don't forget to include partners and spouses of alumnae.

Where: Accessibility and parking should be considered; public restaurants with secluded (quiet) dining areas; home of an alumnae.

It is suggested that there not be a lengthy business meeting of the club when a guest is speaking. Give your dignitary long advance notice if you wish him/her to speak before your group. Decide on the speech topic (e.g., update from the College, gender equity in higher education, his/her area of academic expertise), in advance so it can be publicized. Be sure to tell your speaker about the composition of the audience.

Plan well in advance. If appropriate, include prospective students and their parents. This should occur in coordination with the local AARs.

Do not over book your traveling dignitary; remember that he/she needs "down" (quiet, private) time in addition to other College business that he/she may have to attend to.

Prior to gathering, give the VIP some helpful background information about the people he/she will meet; i.e., Jane Doe, '83, Vice President for Operations, Bank of ABC, etc.

When introducing your visitor, be sure to state his/her title in addition to his/her name.