

**Monterey Institute of International Studies (MIIS)  
D.C. Alumni Group**

**MONTEREY INSTITUTE**  
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of Middlebury College

**D.C. Alumni Group  
Guidelines**

**MEMBERSHIP**

As a graduate of one of the premier international graduate institutions in the world, you are part of a professional community of over 7,500 members living in more than 100 countries around the world. Show your pride and stay connected with MIIS by joining your local Alumni group.

**Monterey Institute of International Studies  
460 Pierce Street  
Monterey, CA 93940**

If you have any questions, please call the Office of Alumni Relations at (831) 647-3513 or by e-mail [alumni@miis.edu](mailto:alumni@miis.edu)

**PURPOSE OF D.C. ALUMNI GROUP**

The purpose of the D.C. Alumni Group is to promote interest and affiliation among alumni and friends of the Monterey Institute of International Studies in a supportive professional community that contributes to the quality and progress of the Institute. By creating a local community of members, alumni can participate more regularly in activities and gatherings that are socially and professionally beneficial.

The D.C. area has much to offer alumni through job and networking opportunities, sports, arts, entertainment, and dining. The D.C. Alumni Group organizes social and professional events, and fundraises for and promotes the Monterey Institute of International Studies to local residents and potential students.

# Monterey Institute of International Studies (MIIS) D.C. Alumni Group

MONTEREY INSTITUTE  
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of Middlebury College

## ORGANIZING A NEW ALUMNI GROUP

### Group Coordinators and Responsibilities

Alumni groups associated with the Monterey Institute of International Studies vary widely in their size and activity level, and yet they share common opportunities, challenges and objectives. The key to any group or organization is that one primary contact is responsible for each critical component of the Alumni Group's services and activities.

The D.C. Alumni Group will be comprised of a small leadership team of coordinators including representatives from the key cities where alumni are concentrated. All D.C. Alumni Group coordinators are volunteers. The Alumni Relations Office will help in identifying and engaging alumni for the coordinator positions. Initially, the Alumni Relations Office will also identify one volunteer to be the lead coordinator. Once the group is viable, the leadership of the group may evolve to a more formal organizational and governance structure that includes elected officers

To ensure ongoing continuity, the group should develop a succession plan in the event that a member of the leadership team re-locates to another city, or is otherwise unable to continue in the leadership capacity.

### Projects & Activities

The D.C. Alumni Group will organize activities that are designed to appeal to those involved in the group. In order to gauge group members' interest, membership surveys may be conducted periodically.

The D.C. Alumni Group envisions offering some of the following types of events and activities:

- Networking
- Guest Speakers
- Cultural
- Student recruitment
- Community Service projects
- Group outings (sports or non-sports related)
- Fundraising/Charity projects

# Monterey Institute of International Studies (MIIS) D.C. Alumni Group



An affiliate of Middlebury College

- Other

## Local Group Finances

The D.C. Alumni Group meetings should be self-supporting unless they can be subsidized from sponsors or the Alumni Relations Office. At this time, alumni attending meetings or events will be responsible for covering their cost to participate in the event. Depending on the activity, other costs could include but are not limited to the following:

- Postage for mailings
- Rental costs for audio-visual equipment
- Hotel/venue staff (bartenders, servers, etc.)
- Hotel/venue rental fee

The group may choose to increase the admission prices as a way to raise money to provide better services and activities to its members.

## Liability Factors

The D.C. Alumni Group, acting under the direction of the Monterey Institute of International Studies' Advancement Office and within the scope of the Group's function, is covered under the Monterey Institute of International Studies' general liability policy. However, good judgment and common sense should be exercised when planning an event.

## **MEMBER BENEFITS**

- Monterey Institute Magazine/Newsletter
- Access to the Alumni Online Community
- Career Services online and through each school's professional Career Manager
- Alumni Group E-Newsletter
- Alumni Group Web sites

## **ANNUAL DUES**

Presently, membership in the D.C. Alumni Group is free. The MIIS Alumni Relations Office is not adequately staffed to manage a dues program; therefore the local alumni groups have opted not to charge an annual membership fee. If at a later time the situation changes, you will be duly notified.

**Monterey Institute of International Studies (MIIS)  
D.C. Alumni Group**

**MONTEREY INSTITUTE**  
MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

---

An affiliate of **Middlebury College**

Add your name to our local e-mail list to receive reminders of upcoming events and activities. Also, this will ensure that you receive the group's monthly E-newsletter. Send an email to Jennifer Ullman at [jullman@ntgts.org](mailto:jullman@ntgts.org) to be added to this list. When responding, please provide your name, class year, program (IPS, etc.), and email address. For more information or to get involved with the D.C. Alumni Group, please contact us at [jullman@ntgts.org](mailto:jullman@ntgts.org).