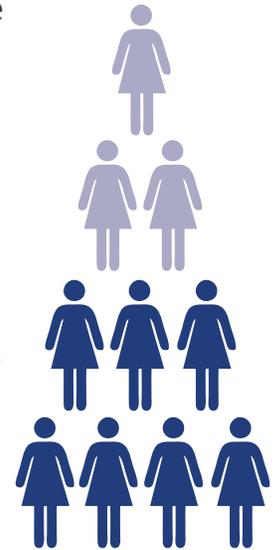


# Duke ALUMNI

# WOMEN'S FORUM

The Duke Alumni Association created the Women's Forum in 2007 to engage alumnae in active and meaningful ways in the life of the university and to provide opportunities for learning, leadership and mentorship. The Women's Forum provides formal programming around current events, social issues and personal and professional development, as well as informal events bringing together alumnae in their "neighborhood" – close to where they work or live – to connect and converse. The Women's Forum also provides opportunities for alumnae to engage and mentor current undergraduate and graduate students.



Duke Women's Forums serve nearly **70% OF THE TOTAL ALUMNAE POPULATION**. To find out more about Women's programming visit [alumni.duke.edu](http://alumni.duke.edu).

## Vision for Women's Forum Programming:

- Innovative and diverse content
- Strong volunteer leadership
- Intergenerational connections
- Forever Learning opportunities
- Rich mentoring of students and alumnae

## Women's Forum Mission Statement

To engage alumnae in active and meaningful ways in the life of the university and to provide opportunities for learning, leadership and mentorship.

### TOOLKIT DIRECTORY

- How do I get involved?
- DAA support of alumnae engagement
- Annual calendar of events
- Programming ideas
  - General events*
  - Neighborhood events*
- FAQs

### WHOM CAN I CONTACT ABOUT WOMEN'S FORUM?

Please contact the Duke Alumni Affairs regional team at [regional@daa.duke.edu](mailto:regional@daa.duke.edu)

# How Do I Get Involved?

## Attend an event

Get to know alumnae in your area and build your Duke network by attending a Women's Forum event.

Access to free or low-cost spaces ensures that Women's Forum programming is consistent in each region. Alumnae may offer to host a panel or program in their office or a neighborhood event in their home.

## Host an event in your home or office

## Be a featured speaker or panelist

Share your experiences with fellow alumnae by participating in a Women's Forum program.

Encourage or guide Duke women students during school breaks or when visiting campus.

## Mentor a student

## Volunteer or serve on a steering committee

Assist in the planning of Women's Forum regional events or serve on a steering committee. Steering committee members are appointed by regional Women's Forum co-chairs in coordination with Victoria Bright '10, assistant director, alumnae engagement. Members are responsible for identifying programming opportunities, conducting outreach and leading one event during their term.

### Steering Committee Responsibilities:

1. Two-year term (renewable once)
2. Attend steering committee meetings and brainstorm potential speakers, venues, and themes for Women's Forum programming
3. Take the lead on at least one event or initiative during the two-year term (2-3 alumnae share the planning responsibilities for each event)
4. Attend Women's Forum events and encourage participation by reaching out to personal networks and sending personal invitations
5. Host or co-host at least one neighborhood event or identify a host for a neighborhood event in someone's home, public venue, or in partnership with a committee member
6. Offer or identify conference or other space for committee meetings or events
7. Perform other responsibilities assigned by DAA as needed

# How Do I Get Involved? *continued*

## Chair a Women's Forum

Chairs are appointed by Victoria Bright '10, assistant director, alumnae engagement, in coordination with DAA regional directors. Women's Forum chairs are responsible for providing strategic leadership to the region and serving as liaison to DAA. In this role, chairs conduct outreach to the steering committee, maintain a consistent and diverse programming calendar and work with DAA to ensure completion of regional goals.

### Chair Responsibilities:

1. Two year term
2. Call and moderate steering committee meetings and set date/time, venue, and agenda in coordination with DAA staff
3. Maintain regular communication with the steering committee and serve as the contact person for questions and suggestions
4. Encourage participation in all alumnae events, including the Women's Forum Leadership Conference and Women's Weekend, coordinate outreach with DAA staff and steering committee
5. Serve as regional contact for DAA regarding upcoming events, ideas for programming, etc.
6. Represent the Women's Forum as a member of the regional board during the first year of the two-year term and attend quarterly meetings. For more information on the DAA regional board roles, visit [alumni.duke.edu/volunteer-leadership](http://alumni.duke.edu/volunteer-leadership)
7. Maintain a calendar with events planned for 9-12 months out
8. Identify steering committee members and ensure the steering committee is ethnically diverse and representative of all undergraduate, professional and graduate schools
9. Recruit volunteers to serve as neighborhood event chairs
10. Perform other responsibilities assigned by DAA as needed



# How does DAA support the Women's Forum and alumnae engagement?

## Dedicated alumnae engagement staff

Women's Forum leadership and program development is supported by Victoria Bright '10, assistant director, alumnae engagement. Additionally, volunteer leaders work directly with regional directors who manage all regional alumni activity and event logistics. Leaders are further supported by an operations coordinator who manages registration and emails and a staff specialist who manages incoming and outgoing payments.

## Year-long training

DAA holds regular conference calls to discuss program priorities and best practices. The calls feature staff from across the university and Women's Forum leaders detailing successful events in their region. Additionally, Victoria Bright '10, assistant director, alumnae engagement travels to Women's Forum regions to assist with program and leadership development. The DAA website, [alumni.duke.edu](http://alumni.duke.edu), provides toolkits and event guides for regional volunteers.

## Women's Forum Leadership Conference

The Women's Forum Leadership Conference builds upon the continuous development and training of Women's Forum volunteers through an immersive program on Duke's campus. This conference is held in conjunction with DAA's Women's Weekend.

## Women's Weekend

This biennial program brings more than 400 alumnae back to Duke in February for a dynamic program of lectures, panel discussions, workshops, and networking opportunities.

## Volunteer Weekend

All alumni serving as ambassadors, organizers, energizers and mentors are invited back to Duke for Volunteer Weekend in the fall to connect, learn and engage with fellow volunteers.

# Women's Forum Annual Calendar of Events



Each Women's Forum holds programming for alumnae throughout the fall and spring. Women's Forum leaders are encouraged to plan an annual calendar of events that corresponds with the programming goals for the region. Programming goals are based on the total alumni population. The DAA will support events occurring in the fall (August 15th to December 15th) and the spring (January 15th - June 15th) with registration pages, email invitations, and supplies.

<p><b>Region Population: Greater than 8,000</b> DC, New York, Northern California, Triangle</p>	<p><b>Programming Goals</b></p> <ul style="list-style-type: none"> <li>• 2 Steering committee meetings</li> <li>• 2-3 Speakers or panels</li> <li>• 4+ Neighborhood events held at least once a year*</li> <li>• 1 Summer networking or social with students and young alumni (optional)</li> <li>• 1 Holiday social or volunteer activity</li> </ul>
<p><b>Region Population: 3,500-10,000</b> Atlanta, Boston, Charlotte, Chicago, Southern California, Philadelphia</p>	<p><b>Programming Goals</b></p> <ul style="list-style-type: none"> <li>• 2 Steering committee meetings</li> <li>• 2 Speakers or panels</li> <li>• 3-4 Neighborhood events held at least once a year*</li> <li>• 1 Holiday social or volunteer activity</li> </ul>
<p><b>Region Population: 2,500-3,500</b> Baltimore, Colorado, Dallas, Puget Sound</p>	<p><b>Programming Goals</b></p> <ul style="list-style-type: none"> <li>• 2 Steering committee meetings</li> <li>• 2 Speakers or panels</li> <li>• 2-4 Neighborhood events held at least once a year*</li> </ul>
<p><b>Region Population: Less than 2,500</b> Austin, Houston, London, Nashville, Richmond, South Florida, Tampa Bay</p>	<p><b>Programming Goals</b></p> <ul style="list-style-type: none"> <li>• 1 Steering committee meeting</li> <li>• 1-2 Speakers or panels</li> <li>• 1-2 Neighborhood events</li> </ul>

\* Regions may hold the events twice in a year; with one set in the fall and one set in the spring. If the region holds one set in the fall and chooses not to hold a set in the spring, then the region is encouraged to hold a social or speaker event in the spring and vice versa.



# Programming Ideas Corner

Looking for inspiration? Check out some recent events held by the Women's Forum. Visit [alumni.duke.edu](http://alumni.duke.edu) to view upcoming Women's Forum events.



## General Events

Please utilize the DAA event guide to assist in the planning of your event.

**1 SPEAKERS AND PANELS:** Women's Forum regions host speakers and panels on compelling and diverse topics.

### **Demystifying Mental Health in Mecklenburg County (Charlotte)**

*Event Invitation:* Mental health is in crisis in the United States, and North Carolina is no exception. Join fellow Duke alumni in a lively panel discussion about the state of mental health in Mecklenburg County with top Charlotte leaders in their fields. Our esteemed panelists will attempt to demystify this important topic.

### **"How Real Duke Women Manage Work-Life Balance (Colorado)**

*Event Invitation:* Constantly a hot topic in the news and other media, finding personal and professional balance continues to be one of the most salient issues facing women today. Our event will feature four high-achieving Duke women who will share their experiences, successes and challenges with this complicated subject.

### **The REAL 'Homeland', 'Madame Secretary,' and 'Zero Dark Thirty': Duke Alumnae at the Forefront of National Security & Intelligence (DC)**

*Event Invitation:* Duke women in the center of the ongoing storm of complex national security affairs will discuss their careers and roles in the world of intelligence and security, the threat of cyber terrorism, the challenge for the U.S. military to maintain its edge in the face of budget cuts, the effects of ideological squabbling in Congress on our national security and balancing the necessity for intelligence gathering with privacy concerns.

### **Tales from the Start-up Trenches: How Creative Inspiration, Fortuitous Failures and Sheer Perseverance Led to Start-up Success (NorCal)**

*Event Invitation:* Please join the Duke NorCal Women's Forum as we invite alumni across all Duke schools and affinity groups and parents to hear from successful Duke women entrepreneurs about the inspirations and challenges they faced along the way.

### **Getting to the Destination: Lessons from the Camino Leadership and Development Series with Shannon Wallis M.B.A. '93, principal at Cascade Leadership and former leadership development advisor at Microsoft and Cola-Cola (Puget Sound)**

*Event Invitation:* In 2002, Shannon Wallis M.B.A. '93 walked 500 miles across northern Spain along a path called El Camino de Santiago. The 15 lessons from her experience shared in her story, *Getting to the Destination*, are the basis for our 3 session series about making change happen. Shannon will guide you through the process of not only discovering what you want but also building an actionable plan to help you achieve it. Whether it is a small change or a transformational one, Shannon's lessons and experience will enable you to get to your own destination.

# Programming Ideas Corner *continued*

**2 SPECIAL INTEREST ACTIVITIES:** Sporting events or cultural outings, including visits to museums, historic sites, and the theater.

**Women's lacrosse game between Duke and US Naval Academy (Baltimore)**

**Women and mindfulness workshop with the Benson-Henry Institute for Mind Body Medicine (Boston)**

**Guided tour of the new contemporary exhibition at the Art Institute of Chicago (Chicago)**

**Virginia Museum of Fine Arts tour (Richmond)**

**3 WOMEN'S CAREER ADVISING:** Career events feature Duke alumnae who are leaders in their professional areas sharing their experiences and expertise with women interested in or already engaged in those career fields.

**Presenting Your Best Self with Julia Ireland '75 (NYC)**

**The Five Keys of Work/Life Balance with Ann Park '87 (Tampa)**

**4 BOOK CLUBS:** Intimate discussions of thought-provoking reads like the recommended summer book for incoming Duke freshman.

**"The Immortal Life of Henrietta Lacks" by Rebecca Skloot (London)**

**Book group and author conversation at the Miami Book Fair (South Florida)**

**5 COMMUNITY SERVICE:** Projects have included volunteering at a local food bank, collecting clothing for women reentering the workplace and holding a holiday gift drive for children and adults.

**Cooking for residents at a local shelter (Atlanta)**

**Volunteer day at Ronald McDonald House (Baltimore)**

**Foster kids wish list project (DC)**

**6 FACULTY SPEAKER EVENT:** Duke staff or faculty may travel to Women's Forum regions to speak on their research or field of study.

**15 years after 9/11: An Assessment of U.S. Efforts to Counter Terrorism with David Schanzer, Associate Professor at the Duke Sanford School of Public Policy (Austin)**

**The Path Less Traveled with Eric Mlyn of Duke Engage (Philadelphia)**

**7 HOLIDAY EVENTS:** Festive socials bringing together alumnae from across the region.

**Holiday tea and conversation - (North Texas)**

**Duke women leaders social (Triangle)**

**New Year's gathering (Houston)**

# Programming Ideas Corner *continued*

## Neighborhood Conversations

These signature Women's Forum events bring together a multigenerational cross section of Duke women in an informal setting in their "neighborhood" – close to where they work or live. Each top 20 region is encouraged to plan neighborhood conversations in the fall and spring.

**1 NEIGHBORHOOD COFFEES, COCKTAILS AND CONVERSATIONS:** The most popular and successful Women's Forum neighborhood events connect women across the generations in the homes of alumnae who offer their hospitality and provide light refreshments. Please note, DAA does not reimburse coffee hosts for expenses incurred at their event. However, there are several alternative formats to reduce event costs such as hosting the event at a local restaurant or bar with each attendee paying for their own refreshments or hosting a potluck event. Please utilize the Neighborhood Coffees, Cocktails and Conversations guide to plan these events.

**2 HOUSE COURSES:** House courses are hosted by an alumna with knowledge of a particular topic. The alumna presents an informal class on a topic in their field.

**Navigating College Admissions Today (Colorado)**

**Traveling to France (North Texas)**

**How to Buy Your First Home (SoCal)**

**3 RESTAURANT NIGHT:** This is a great way to bring alumnae together at local restaurants in your area for a night of conversation and wonderful food! Volunteer organizers make reservations for 8-10 people at local restaurants. Alumnae are then invited to sign up for the restaurant of their choice. Each alumna covers the cost of her meal.



# FAQs



## **Are all alumni invited to Women's Forum events?**

All alumni are welcome at Women's Forum events. However, electronic invitations are typically sent to only alumnae in a region.

## **May our Women's Forum host a male or non-alumni speaker?**

Each region may decide if they would like to host male or non-alumni speakers.

## **Does my region have a budget to support programming?**

Women's Forum events are typically cost-neutral with registration fees ranging from \$25-\$35 depending on the program and region. Regions may provide a discounted fee for alumnae graduating in the last 5 years of \$15-\$20. DAA also provides a subsidy for Women's Forum programming in the top 20 regions. Work with Victoria Bright '10, assistant director, alumnae engagement, and the regional director for your area to identify the budget for your region.

## **May I invite a faculty member to speak at an event?**

Women's Forums are encouraged to utilize local alumnae for program speakers. All faculty requests must be submitted to Sr. Director of Education, Jennifer Chambers '01. Please do not reach out to faculty directly. Contact Victoria Bright '10, assistant director, alumnae engagement, to submit your request. Victoria will work with Jennifer to secure your faculty member.

## **Will DAA reimburse me for expenses incurred at my Neighborhood Coffees, Cocktails and Conversation?**

No. Neighborhood Coffees, Cocktails and Conversations are hosted by alumnae who provide refreshments at their own expense. However, there are several alternative formats to reduce costs including hosting the event at a local restaurant or bar with each attendee paying for their own refreshments or hosting a potluck event.

## **Can I attend an event in another city?**

Yes. Visit [alumni.duke.edu](http://alumni.duke.edu) to look up events in cities near you. Alumni may sign up to follow events in other areas and receive event emails from those regions.

## **How can I contact other Women's Forum leaders?**

Visit [alumni.duke.edu](http://alumni.duke.edu) to connect with other leaders across the globe.

*When the women of Duke combine the power of their unique perspectives and experiences, they create opportunities to learn, lead and enrich the lives of everyone around them.*

## **WHOM CAN I CONTACT ABOUT WOMEN'S FORUM?**

### **Victoria Bright '10**

Assistant Director,  
Alumnae Engagement

[victoria.bright@duke.edu](mailto:victoria.bright@duke.edu)

(919) 684-3416