



Constituent Review Committee: Overview and Process

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Committee Charge: The goal of the Constituent Review Committee is to ensure that entities in RADAR who have had negative interactions with DAR staff or who present a risk of such interactions happening are coded in RADAR so that any further risk of harm to DAR staff is mitigated.

Composition of Committee: Sitting members shall include a representative of Prospect Research (preferably the Due Diligence designee), a representative of Data Integrity (the director or designee), and a representative of Donor Engagement. Alternates will include one volunteer DAR staff member and one representative of HR. Alternates can be called in when a sitting committee member is unavailable or does not feel comfortable participating in the review of a specific case.

Constituent Review Committee Code of Conduct

Confidentiality: All donor information is strictly confidential and must only be accessed on a need-to-know basis. Committee members must not disclose, share, or misuse donor data under any circumstances, both during and after their tenure.

Data Security: Committee members are required to follow all university data protection policies, including the use of secure systems, encryption, and restricted access to sensitive information.

Integrity and Transparency: Members will act with honesty and transparency in all committee activities, ensuring that donor information is used solely for its intended purpose.

Respect for Donors: All interactions with donor information should honor the trust donors have placed in the university, ensuring their privacy and preferences are respected.

Conflict of Interest: Members must disclose any personal or professional conflicts of interest that may influence their handling of donor information and recuse themselves from related decisions when necessary. Alternate committee members will replace sitting members in such cases.

Compliance with Laws and Regulations: The committee will adhere to all relevant local, state, and federal laws governing the protection and use of donor data, as well as university policies.

Constituent Review Process Outline

1. The constituent is identified as a possible risk for further engagement (see [Decision Tree 1](#)).
 - a. Knowledge of a constituent's actions or associations will usually come to DAR staff either by direct communication with a staff member, through research conducted by a DAR staff member, or through VCU or Richmond community news observed by a DAR staff member.
2. If Decision Tree 1 recommends alerting DI to the issue, fill out the [Constituent Review ticket](#).
 - a. Once notified, if there is an immediate risk to VCU or the wellbeing of a staff member through the contact or information received, DI should inform the Assistant Vice President of Advancement Solutions as soon as they are informed about a constituent.
3. Once DI receives a Constituent Review ticket, the information is forwarded to The Committee for review.
4. The Committee will use [Decision Tree 2](#) to come to a decision about what action should be taken:
 - a. What level of contact DAR should have with the constituent.
 - b. If a member of DAR leadership needs to be alerted.
 - c. If a member of DAR leadership needs to contribute to the decision or make any associated decisions.
5. Once a decision is made - refer to the chart of who should be contacted and designate the committee member who will code RADAR appropriately.

Workflow

1. Regular meeting or triggered by new information
 - a. Standing regular meeting. Add things to the agenda as they come up. Allow for adhoc review if the committee believes there is an urgent need. If an item triggers immediate action, note it on the agenda and review at regular meeting and take recommended action.
 - b. Document in RADAR every time a constituent comes before the committee in order to recognize patterns of behavior where one instance in isolation might not be enough to trigger action (see section 4 below).
2. Who needs to be informed of our decisions?
 - a. Minimum required notifications. The committee can always contact more people based on the discretionary power of the committee and consensus.

		Who should be contacted				
		Alumni Relations AVP of AR	VP of DAR SAVP of Dev	Planned giving AVP of PG	Quarterly summary for HR + VP of DAR	Reporter(s) of the constituent review
Outcome of constituent review	No new coding added				Count only	Detailed summary
	Channel-specific solicit codes				Count only	Detailed summary
	Not a prospect				Count only	Detailed summary
	Do not contact	If alum, short summary			Count only	Detailed summary
	Pop-up alert	Short summary			Summary if needed	Detailed summary
	Permanently do not include	Short summary	Short summary	Short summary	Short summary of each case	Detailed summary
	Contact VCU Police Department	Short summary	Short summary	Short summary	Detailed summary	Detailed summary
	Other actions	Committee discretion	Committee discretion	Committee discretion	Committee discretion	Detailed summary