

Campus Chapters Introduction

This is an introduction document that you may use in onboarding new board members onto your chapter. We invite you to make it your own! It is important that when you recruit new executive committee volunteers that they know what to expect and have the tools to participate in the group.

Welcome to our chapter!

What is a Campus Chapter?

Campus Chapters are groups of volunteers who come together to continue the connections that happen on campus when you're part of a faculty, department, program, student group, or other organization or identity on campus.

Campus Chapters are chapters of the University of Alberta's Alumni Association. The Alumni Association is made up of volunteers from all of the faculties at the university, and it provides strategic direction to help guide the work of the Office of Alumni Relations (OAR). The OAR has approximately 30 staff who provide programming, benefits and volunteer opportunities for all alumni. Visit ualberta.ca/alumni for more information.

What do we do?

-Describe the kinds of activities and programming that your chapter does, and what your end goal is. Also include any short-term or long-term priorities or plans and how you work with your faculty, student group or constituency.

When do we meet?

-Let your volunteers help plan when, where and how often you meet. Be sure to let them know what days of the week you normally meet on, when the busiest times of the year are, and when you hold your events or programs.

What is my commitment?

-Let your volunteers know what you expect of them!

Meetings: Are they expected to attend every meeting? Are there any repercussions for missing meetings? How many hours do we normally contribute to the chapter?

Executive committee roles: what roles exist on the executive committee and any sub-committees? What role are you expecting them to fill? How are executive committee volunteer positions filled? What are the expectations for the kind of work they will be doing - for example, does everyone plan events to assist the Events Chair? How long are the terms?

What is our history?

-Keep a running list of all of your events and milestones. It is a great help to new executive committee volunteers to understand your past work so they can help plan your future work.

Some important documents to include in your welcome package:

- Annual reports for last few years
- Budget or financial statements
- List of chapter executive committee volunteers, plus their positions and contact information