Campus Chapters Program – Staff support for chapters and faculty staff

This serves as a guide on the responsibilities of the chapter executive committee volunteers as well as gives an overview of the resources and support available from the Campus Chapter program staff member, and in some cases, faculty staff members. Some chapters and faculties may have a different division of roles.

Item	Campus Chapter program staff member can assist with:	The executive committee volunteers are responsible for:	Faculty-based staff can assist with:
Meetings	-Booking a meeting room -Hosting and providing dinner & complimentary parking for up to six meetings per year (at Enterprise Square / downtown office) - Will sometimes attend chapter meetings to provide information and resources. -Provide updates at chapter meetings about news and changes within the Campus Chapters program, Alumni Association and University	-Calling meetings & setting the agenda -Running the meeting -Taking meeting minutes -Provide minutes to Campus Chapter program staff member, faculty staff and executive committee volunteers in a timely fashion	- Provides updates at chapter meetings about news and changes at the faculty
Finances	-Paying invoices -Approving transactions based on university policy -Reconciling your chapter account monthly -Providing information on available funding through the Campus Chapters Activity Assistance Program (up to $2500 per year, per chapter) -Advising on university financial policies and procedures	-Creating a budget and providing budget updates to staff coordinator -Finding revenue sources -Requesting sponsorships / grants & liaising with funders -Ensuring responsible financial management in accordance with any applicable university policies and procedures	-If the chapter finances are held by the faculty, the first three items listed under "Campus Chapter program staff member" are then the responsibility of the faculty-based staff

	Note: *final signing authority rests with the university however transactions are based off decisions made by the chapter executive committee.*		
Activities / Events	-Creating an online registration form – collect and communicate registration numbers -Assisting with promotional support including creating a webpage, email or print invitations & letters -Provide Alumni Association branding for events -Provide post-event survey and evaluation tools -Assistance with writing speaking notes -Liaising with, and paying selected vendors -Vendor research and providing chapters with options for venue, catering and other service providers -Create notes on event attendance in the alumni database for tracking purposes	-Notify Campus Chapter program staff member and faculty-based staff of upcoming and anticipated activities - Receiving the necessary approval from faculty leadership well in advance should an event be planned to occur in the faculty buildings -Designing the event & activity; leading the planning process from start to finish -Requesting promotional support and providing necessary content at least 5 weeks before event -Running the event or activity including set-up / take-down, registration or check-in, briefing speakers, running the program, etc. -Evaluating the success of the activity or event and striving to improve -Keeping accurate attendance lists for tracking purposes -Providing activity summary reports within one month of event completion	- Will ensure faculty leadership is aware of upcoming and anticipated activities -Will coordinate necessary approvals when an event is scheduled to be hosted in the faculty buildings -Booking venue space on campus -Attending events when occurring on campus -(upon request) Attending chapter events off-campus -(upon request) Help facilitate cross-promotion of chapter events
Other	-Providing alumni contact information -Providing guidance and resources on running a successful chapter and creating programs to enhance alumni engagement -Advise on university policies which must be followed	-Adhering to the Freedom of Information and Protection of Privacy Act when dealing with alumni information -Adhering to all Campus Chapters program requirements and guidelines	-Assist with connection to the greater faculty