

Chapter Leader Onboarding

Module 1: Introduction & Alumni Chapters Overview



UNIVERSITY OF
GEORGIA / **ALUMNI**



Intended Learning Outcome

Explain the mission of the University, Alumni Association, and Alumni Chapters

UGA Mission Statement

- The University of Georgia, a land-grant and sea-grant university with statewide commitments and responsibilities, is the state's oldest, most comprehensive, and most diversified institution of higher education. Its motto, "to teach, to serve, and to inquire into the nature of things," reflects the university's integral and unique role in the conservation and enhancement of the state's and nation's intellectual, cultural, and environmental heritage.
- The Pillars of the Arch
 - As members of the University of Georgia community, we aspire to uphold the principles manifested in the three Pillars of the Arch:
 - **Wisdom**
 - **Justice**
 - **Moderation**

Alumni Chapters Mission Statement

- The Alumni Chapters Program works to advance the mission of the UGA Alumni Association through **meaningful experiences** that strengthen ties between alumni and their communities and inspire alumni to **deepen their connections** with the university.



Overview of Alumni Chapters

- **UGA Alumni Chapters exist to connect alumni, promote the University of Georgia and the UGA Alumni Association around the world, and to strengthen ties between alumni and their communities**
 - Managing an alumni chapter is a big responsibility and requires the efforts of multiple volunteers to be truly successful
- Chapter Distinctions
 - **Champion Chapter (staff-identified)**
 - **Varsity Chapter**
- Distinctions are determined during the annual Chapter Recognition Process

Chapter Recognition Process

- Chapter Recognition occurs annually
 - **Submissions open April/May**
 - **Submission deadline of June 30**
- Completing the Chapter Recognition Process is required for all Champion and Varsity Chapters
- Includes a **Chapter Application, Memorandums of Understanding (MOU)** from each alumni volunteer, and completed **Chapter Leader Onboarding Modules** from each new alumni volunteer
- Champion Chapters are required to submit an **Annual Plan** detailing the events they wish to hold throughout the upcoming year
 - Plans will be reviewed and approved by staff

Chapter Application

- The Chapter Application and Memorandum of Understanding are sent through a Chapter Leader Update email from staff
- In the Chapter Application, you will:
 - **Identify the chapter as either a Champion Chapter or Varsity Chapter (staff-identified)**
 - **List the alumni volunteers serving on your board**
 - **Report on the previous year's events, successes, and opportunities**
 - **List goals for the coming year**
 - **List the chapter's social media accounts**

Memorandum of Understanding

- The Memorandum of Understanding outlines the expectations of a Chapter Leader, including agreements to:
 - **Carry out the UGA Alumni Association mission**
 - **Fulfill the expectations of a Varsity or Champion Chapter**
 - **Represent UGA and the Alumni Association in a professional and respectful manner**
 - **Appropriate and responsible use of access to both listserv communication and alumni data**
 - **Maintain the activity of the chapter's social media pages**
 - **Assist in the transition of the next chapter leadership**
 - **Commit to raise funds for the Alumni Association Scholarship and/or UGA Foundation**
 - **Make an annual gift to a UGA cause**

- **MOUs are submitted annually for each alumni volunteer**

Annual Plan

- Champion Chapters are required to submit an Annual Plan each year, while it is highly encouraged of Varsity Chapters
- **An Annual Plan is a calendar of events for the fiscal year**



Overview of Events

- **Champion Chapters**

- Host 2 to 4 volunteer-led events per year (exclusive of nationwide programming)
 - **Minimum of 2 events**
 - **Maximum of 4 events**

- **Varsity Chapters**

- Host 1 to 2 volunteer-led events per year (exclusive of nationwide programming)
 - **Minimum of 1 event**
 - **Maximum of 2 events**

- Chapter events and Nationwide Programming will be discussed in greater detail in Module 4

End of Module Quiz

- After reviewing *Module 1: Introduction & Alumni Chapters Overview*, complete the following quiz.
Alumni Chapters staff will review your responses.
 - [Module 1 Quiz](#)