



La Trobe University

ALUMNI CHAPTER HANDBOOK

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Your Alumni Community

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THE LA TROBE ALUMNI COMMUNITY

If you've completed a degree, diploma or certificate at La Trobe, you're part of our La Trobe University alumni community! Membership is free, automatic and lifelong.

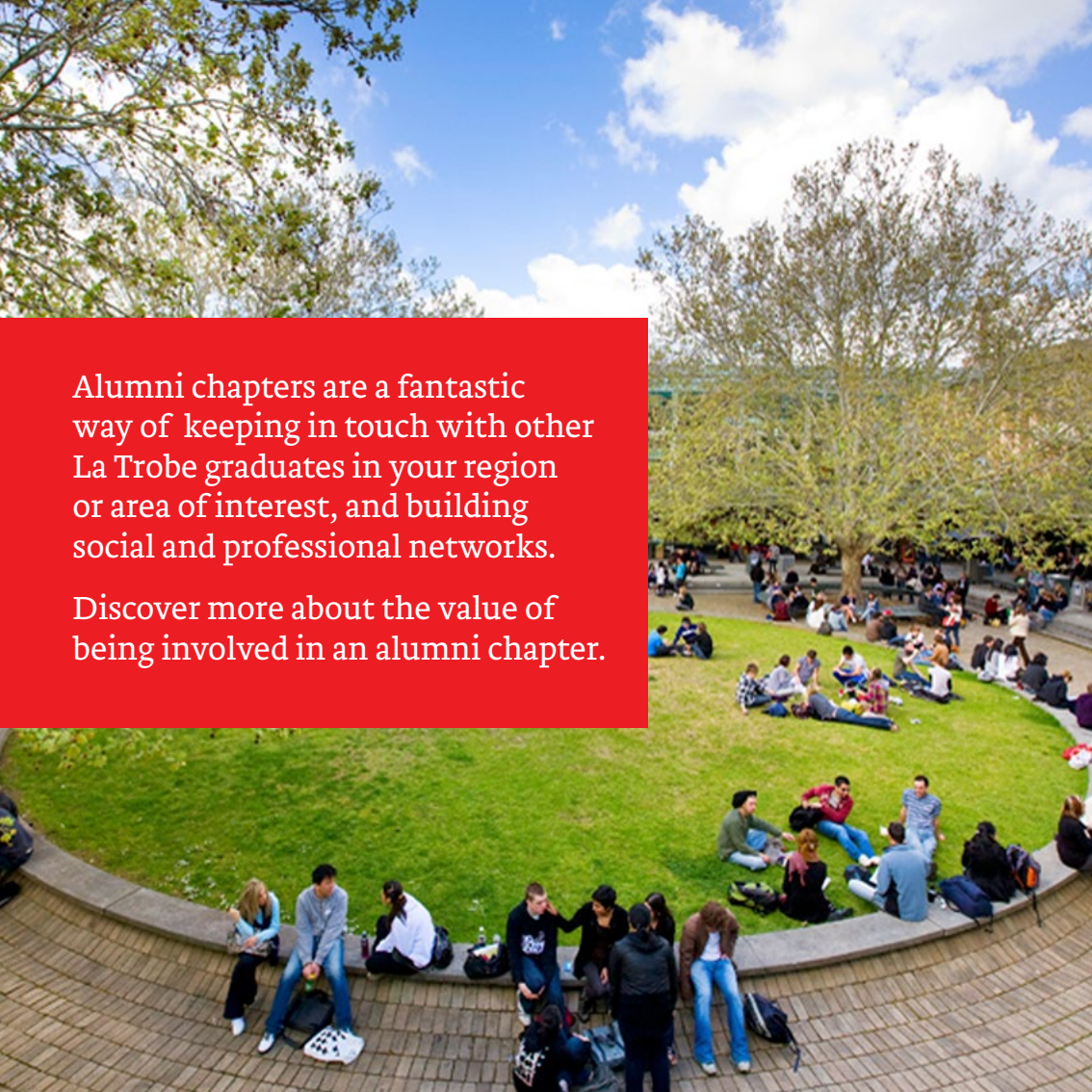
With over 210,000 La Trobe alumni spanning more than 100 countries around the globe, it's an impressive and inspiring group of people making their mark on the world.

As an alumnus, your connection with the University continues beyond graduation. You have access to a range of benefits including professional development opportunities, lifelong learning, exclusive events, mentoring opportunities and more.

If you're interested in staying in touch with the University from anywhere in the world, reconnecting with classmates and building your professional network – you might like to join, or establish, a local alumni chapter.

Alumni chapters are a fantastic way of keeping in touch with other La Trobe graduates in your region or area of interest, and building social and professional networks.

Discover more about the value of being involved in an alumni chapter.



WHAT IS AN ALUMNI CHAPTER?

Led by volunteers, La Trobe's alumni chapters provide an opportunity for you to stay connected to your fellow alumni and the University community.

Alumni chapters operate as formal, organised groups based on:

- A **shared location**, like Malaysia or Bendigo, or
- An **area of special interest**, like Football or Art, or
- A **study discipline**, like Law or Business.

As a chapter member, you'll be joining a group of like-minded individuals and enhancing your social and professional networks. You'll also gain access to special events and have the chance to share your knowledge and skills with current La Trobe students.

Alumni chapters are supported by La Trobe's Alumni Relations Team who provide specialist guidance and resources to ensure each alumni chapter is set-up for success!





CHAPTER GUIDELINES

The success of an alumni chapter depends on the enthusiasm and dedication of its alumni volunteers. The following guidelines have been developed to provide information for volunteers wishing to establish and run a formal alumni chapter.

ESTABLISHING AN ALUMNI CHAPTER

So you're interested in starting an alumni chapter? Fantastic! The Alumni Relations Team is here to help.

Take some time to consider the following questions while exploring your chapter ideas. This will help to ensure your chapter has a clear direction and will flourish once it's established:

- Why do you want to form this alumni chapter?
- What do you want to achieve as a chapter?
- Who will be your alumni committee members?
- What will you offer your members?

The extent to which a chapter will succeed and flourish, relies on the enthusiasm, effort and commitment from alumni volunteers – our Alumni Chapter Committee members.



WHAT IS THE PURPOSE OF AN ALUMNI CHAPTER COMMITTEE?

As a chapter volunteer you are joining a partnership with the Alumni Relations Team, working together to create meaningful alumni experiences and connections.

Are you passionate about giving back and inspiring others? Volunteering as an Alumni Chapter Committee member is an extremely rewarding experience and a fantastic way to build your professional networks and contribute to the La Trobe community!

To establish a new alumni chapter, a group of four or more alumni are required to create an Alumni Chapter Committee. These committees are comprised of alumni volunteers who lead the chapter to achieve its goals.

They are responsible for:

- Designing chapter activities
- Recruiting and welcoming new members into the chapter
- Point of contact for the Alumni Relations Team
- Acting as advocates for the University in your local area.



WHAT IS THE STRUCTURE OF A TYPICAL ALUMNI CHAPTER COMMITTEE?

The value of an alumni chapter is only limited by the creativity and effort of the chapter committee. The possibilities are limitless!

To ensure the success of the alumni chapter, a chapter committee is required. Committee positions may include:

Chair: Key point of contact with the Alumni Relations Team, lead meetings, plan chapter goals/activities

Deputy Chair: Provide general advice and assistance to Chair and act as Chair as required

Treasurer: Manage chapter finances with support from the Alumni Relations Team. This includes end of year reports and financial statements

Secretary: Provide administrative support to the chapter, this may include preparing agendas and minutes

Event Coordinator: Support chapter events, coordinate venue bookings, organise catering

Social Media Coordinator: Manage chapter led social media groups/pages such as Facebook or LinkedIn

La Trobe University staff member: It is suggested that the chapter committee includes a La Trobe staff member to support the chapter.

You can learn more about alumni chapter committee positions and their responsibilities on our website.

HOW DOES THE ALUMNI RELATIONS TEAM SUPPORT CHAPTERS?

We are excited to support your chapter. Get in contact to find out how we can work with you to make your chapter a success!

We value our chapters and the work they do, and we want to see your alumni chapter succeed and prosper!

The Alumni Relations Team offers a range of support to help you to set-up and manage your chapter. A dedicated staff member will be your chapter relationship manager and will work with you by providing:

- Guidelines and templates to help you set up and manage your chapter
- Chapter information on the alumni website including contact information, chapter description and sign up forms
- Support and guidance on setting up chapter social media accounts
- Assistance in managing chapter events
- Funding via a grant application to assist with planning and hosting events.



HOW TO OFFER VALUE TO MEMBERS?

What benefits can you offer fellow alumni to encourage them to participate in your chapter activities?

Chapters are encouraged to host regular events that offer members opportunities to network or continue to develop their professional skills. This can be achieved by engaging with inspirational guest speakers or working with local businesses and associations to collaborate on an event or special offer – one which chapter members might not otherwise have access to.

Other examples on how to engage chapter members may include:

- Professional networking events
- Cultural celebrations which could include inviting family members to attend
- Welcome events for new graduates
- Access to the La Trobe International Buddy Program, hosting a student who is on a semester exchange.

Planning chapter activities is an exciting part of being involved in a chapter committee, designing activities that members enjoy and would recommend to other alumni.



FUNDING



Alumni chapters are predominantly self-funded. We encourage chapters to raise funds through event registration fees, membership or other activities. These funds can then be invested back into future chapter activities.

There are occasions when the Alumni Relations Team can provide funding to support chapter initiatives that meet the following objectives:

- Connect alumni to the University and to each other
- Promote future alumni engagement with the chapter and the University
- Support the chapter's activity plan.

If your chapter initiative meets one of the above criteria, you can apply for funding by completing the Grant Application Form, available on our website.

NETWORKS

In the instance that an alumni group is operated in an informal manner, without a committee, the group is considered to be an alumni network. The Alumni Relations Team can provide similar support to our alumni networks.



A SNAP SHOT: HOW TO START AN ALUMNI CHAPTER

Thinking about establishing a new chapter? Here are the steps you'll need to take to get it up and running!

STEP 1

Contact the Alumni Relations Team

Contact us to discuss your ideas. We will help to make sure your chapter:

- Has a clearly defined target group and goals
- Has sufficient alumni interest to form a chapter (usually a minimum of 10 people)
- Has the resources to self-start.

Depending on the outcomes of these discussions, we will:

- Encourage you to continue to step 2, or
- Help to rework your chapter ideas and provide you with advice on how to implement it, or
- Suggest that an informal alumni network is formed rather than a formal alumni chapter.

STEP 2

Form a temporary committee

You will need a group of at least four people with the time, skills and passion to form an Alumni Chapter Committee to help your chapter grow and succeed long-term. You can find a detailed list of positions and responsibilities on our website.

STEP 3

Apply

Complete the Alumni Chapter Application form (available on our website) and send it to the Alumni Relations Team. After the completion of steps 1 and 2, you will have all the information you need to complete your application.

STEP 4

Create your chapter activity plan and start recruiting members

Once your chapter is approved, it's time to get creative and start planning your events and other engagement activities! It's a good idea to discuss your plan with the Alumni Relations Team – we may be able to help you enhance and deliver it.

STEP 5

Manage your chapter and keep it active

Things you can do to make sure your chapter is well-managed and stays active include:

- Hold regular committee meetings (these can be formal or informal)
- Host networking events and offer professional development opportunities
- Develop strategies to increase participation
- Communicate with the Alumni Relations Team on your chapter progress.

We encourage ideas for new chapter groups and welcome the energy these groups bring to our alumni community. If you would like to find out more, please contact the Alumni Relations Team at alumni@latrobe.edu.au



Find out more about alumni chapters
latrobe.edu.au/alumni/get-involved/chapters

Contact the Alumni Relations Team

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