Sacramento State

Alumni Chapter Handbook

Last reviewed by the SSAA Chapter Engagement Committee

March 22, 2023

The mission of the Sacramento State Alumni Association (SSAA) is to connect, engage and celebrate alumni, students and friends of Sacramento State while building lifelong relationships that support the future of our University.

Table of Contents

Disclaimer: Please visit the SSAA website for the most current version of the Chapter Handbook. The SSAA reserves the right to make changes to the handbook content as necessary. Most current versions of the handbook will be distributed to all chapter leaders annually.

Welcome!

Dear SSAA Chapter Leaders,

On behalf of the Sacramento State Alumni Association (SSAA) and the Office of Alumni Relations, we would like to extend a heartfelt thank you for volunteering. Your involvement is vital to our efforts in providing meaningful opportunities for alumni to connect (or reconnect) with each other and our institution. As a volunteer leader with our chapters, you will help Sacramento State better serve its growing alumni population by providing, and encouraging, enthusiasm for the university.

Alumni Relations is responsible for cultivating relationships between alumni and the university and to provide volunteer leadership opportunities for alumni to engage in and support the work of our institution. Chapters and Networks are integral to the work of the association, offering alumni various points of connection with Sacramento State based on their interest, profession, or area of affiliation.

Through the chapter program, alumni can engage fellow graduates in their community of interest. The resources included in this handbook will help you, our volunteer leaders, to plan, implement and evaluate activities that strengthen the Hornet Family.

We are so proud to have you serving as an ambassador for SSAA and Sacramento State! If there are additional resources that would be helpful to chapter and network volunteers, please reach out. We are happy to meet anytime.

Thank you again for your volunteer support of the Alumni Association, Sacramento State and our alumni.

Stingers up!

Jennifer Barber

Jennifer Barber
Associate Vice President
jbarber@csus.edu
(916) 278-6295

Sacramento State Diversity & Inclusion Imperative

Sacramento is the state capital of California and one of the most diverse cities in the nation. Sacramento State is the heart of the region's higher education sector. We provide equal access, academic excellence, and inclusive excellence to the local community.

One of our imperatives is to ensure a welcoming campus for students, faculty, staff, and community members. We desire to build a campus free from all forms of bias, discrimination, and oppression.

We celebrate the many identities, experiences, and perspectives of the Hornet community. Sac State commits to more than simply celebrating diversity, but we pledge to ingrain diversity, equity, inclusion, belonging, and justice in all University imperatives to achieve our mission.

Source: https://www.csus.edu/diversity-inclusion/

Antiracism and Inclusive Campus Plan Mission

Sacramento State strives to be an antiracism and inclusive campus in which all individuals – especially those who identify as Black, Indigenous, Chicanx/Latinx, Asian American and Pacific Islander, and racially minoritized – matter, and for whom the environment and culture is affirming. We seek to ensure that inclusion is apparent throughout the entire physical and virtual campus, policies, and curriculum, and is also reflected in its smaller spaces, such as classes within each field of study, office and public spaces, departments, and especially the feelings and emotions from our interpersonal relationships among our campus community.

Source: https://www.csus.edu/diversity-inclusion/_internal/_documents/antiracism__inclusive_campus_plan_ada_compliant_-20210630_final.pdf

Hornet Honor Code

As proud members and representatives of the Sacramento State Hornet community, we commit ourselves to actively promoting honesty, integrity, respect, and care for every person, ensuring a welcoming campus environment, and striving to help every member of our Hornet Family feel a strong sense of belonging.

As Hornets, we will:

- Promote an inclusive campus and community.
- Listen and respect each other's thoughts, interests, and views.
- Value diversity and learn from one another.
- Engage daily with mutual trust, care, and integrity.
- Support a culture of honor and adhere to campus policies for honesty, ethics, and conduct.
- Be proud to be Sac State Hornets!

Source: https://www.csus.edu/diversity-inclusion/_internal/_documents/honor-code1.pdf

Chapter leaders and/or their families shall not use their relation to the SSAA for financial, professional, business, employment, personal, and/or political gain.

Alumni Chapters

<u>What is an Alumni Chapter?</u>

An alumni chapter offers opportunities for alumni to connect based on shared interests, experiences and passion for Sacramento State. A chapter is a community of alumni who come together to celebrate Sac State and act as local advocates for the university mission and values.

Purpose

How chapters support the Alumni Association mission:

- Act as advocates for Sacramento State.
- Facilitate Sacramento State events and programming focused on increasing alumni engagement within all alumni age groups, interests, and areas of study.
- Inspire and support students currently attending and interested in attending Sacramento State through scholarship programs.

Goals

- To engage alumni and friends of Sacramento State by maintaining an active relationship with the university and one another.
- To serve alumni, parents, students, and community by:
    - Providing networking and engagement opportunities through events and activities.
    - Helping alumni stay connected to Sacramento State by keeping them informed of university events and information, or by allowing alumni to share their experience and memories with others.
    - Providing enrichment or educational programs that provide lifelong learning opportunities.
- To serve our university by:
    - Encouraging alumni to stay involved with the university and providing opportunities to do so.
    - Serving as ambassadors of the university to their communities.

Alumni Chapter Benefits

As an official chapter of the Sacramento State Alumni Association, your chapter is eligible to receive the following benefits provided by the SSAA:

Marketing benefits

- Access to send emails to the chapter member database through the Alumni Association.
- Use of Alumni Association branding and logo.
- Access to a chapter email address.
- Chapter branded marketing materials such as business cards, banners, table runners, etc.

Event Planning Benefits

- Event support from the Sacramento State Alumni Association including event planning, financial assistance, marketing, licensing, and professional staff.
- Event advertising on the Alumni Association calendar and social media.
- Access to event space through the Harper Alumni Center (limit one free-use per year, per chapter).
- Access to campus resources.

Chapter Leader Benefits

- Access to meetings and events with SSAA board members and Sacramento State President.
- Volunteer opportunities across campus.
- Mentorship opportunities across campus.
- Leadership opportunities within the Sacramento State community.
- A chance to grow your community at Sacramento State and give back to students.

Organization and Operation of a Chapter

Chapters work in partnership with the Sacramento State Alumni Association and require consistent communication and partnership between SSAA staff and Chapter Leadership.

Chapters v. Networks

The SSAA currently offers two levels of group alumni engagement: Alumni Chapters and Alumni Networks. Alumni Chapters and Networks both offer a great platform to connect with fellow alumni of similar interests. Alumni Chapters require elected chapter leadership, regular meetings, and a larger time commitment from Chapter officers. Alumni Networks typically meet once per year and do not require board elections.

All prospective alumni chapters are required to remain a Network for one year prior to transitioning to a Chapter. Chart below provides a further outline of Alumni Chapters and Networks.

	Chapter	**Network**
Affiliates	Anyone can affiliate if a member of the SSAA	Anyone can affiliate if a member of the SSAA
Leadership	Minimum four (4) volunteers with chapter elections annually. Position expectations reviewed and signed annually.	One to two (1-2) volunteers. Position expectations reviewed and signed annually.
Annual agreement	Reviewed and signed annually	None (part of leadership agreement)
Meetings	Quarterly (minimum) meetings of elected volunteers. Periodic meetings between volunteers and SSAA staff.	Periodic meetings between Network Liaison(s) and SSAA staff.
Types of Events	Two signature events annually (gala, large scale dinner, speaker series, tournament, fundraiser) Two networking events annually (social mixer, sports gathering, career networking)	Two networking events annually (social mixer, sports gathering, career networking, guest speaker)
Communication & Connection	Periodic emails (updates or newsletter) Event emails Social media presence run by volunteers with SSAA admin access	Event emails Social media presence run by SSAA staff with volunteer admin access
Annual allocation	Annual allocations of $750, $1,100, or $1,500. Determined by affiliate count, event outcomes, and future event expectations	Annual allocation of $500
Scholarship	Can designate an existing SSAA scholarship as focus of support Can create a Chapter Current Use Scholarship or a Chapter Endowment Scholarship	Can designate an existing SSAA scholarship as focus of support Can create a Network Current Use Scholarship
Giving Expectation	$50 annually per elected Chapter Officer	None expected, unless they create a scholarship, then $25 annually per liaison

Chapter Expectations and Responsibilities

Starting a Chapter

Chapters are chartered once per year at the final SSAA Board meeting of the fiscal year (typically in May). Groups interested in chartering should note the timeline and requirements noted on the Starting a Chapter web page https://www.csus.edu/experience/alumni-association/chapters/starting-new-chapter.html

Please note that as of 2020, all new chapters are required to begin as a network and remain in this status for one-year prior to receiving a chapter charter. This process is to ensure that chapters have necessary leadership, alumni interest, and understanding of SSAA process prior to becoming a chapter.

Maintaining a Chapter
Required Chapter Positions

All chapters are required to have a complete board consisting of President, Vice President/President-elect, Secretary/Treasurer, and Events Officer (see position descriptions in appendix). These positions must be elected annually by the Chapter Affiliates at large and will serve a one-year term. All chapter positions must be open to calls for new officers after two consecutive years of holding a position.

Chapter boards may consist of additional board appointed positions as determined by the Chapter Officers. All required chapter positions must be filled by the start of the fiscal year each year (July 1). Elected officers are required to sign a position description annually to ensure clear understanding of position duties (due July 15 each year).

Maintaining a Chapter
Chapter Elections

Chapter elections are held every year for the required chapter positions (President, Vice President/President-elect, Secretary/Treasurer, and Events Officer). Chapters are asked to submit an email request for a call for leadership at least three weeks prior to the desired email release date. Calls for leadership will allow for interested alumni to submit a nomination form for their interested position. Once the nomination period closes (time length to be determined by chapter board), the Alumni Chapters and Networks Officer will create a ballot to be sent to all affiliates associated with the chapter. Voting will be open for two weeks and all new officers will take their positions on July 1. All elections for required chapter leaders must be performed through the SSAA email system and ballot.

Chapters are encouraged to advertise the elections on their social media channels and link to the nomination form and ballot links provided by the Alumni Chapters and Networks Officer.

Typical Elections Timeline

- April 15: email request submitted by current chapter board
- May 10: call for nominations, email to affiliates
- May 10-25: social media posts about nominating period
- May 30: nominations close
- June 1: voting opens, email to affiliates
- June 1-15: social media posts about voting period
- June 15: voting closes, results are announced
- July 1: new positions begin

Additional chapter positions, outside of those listed above, do not require an affiliate election. Such positions may be elected by the chapter board. If a chapter decides to hold an official election for any additional positions, please contact the Alumni Chapters and Networks Officer to assist you with setting up a ballot.

Maintaining a Chapter
Succession Planning

Chapter leaders are encouraged to actively recruit chapter leadership throughout the year in order to fill upcoming vacant positions. The Vice President of each chapter is slated to transition into the Presidency upon the next term. Positions may be held by an individual for two years before a chapter is required to seek new leadership for that position. Interested alumni and community members can submit a nomination form at any time and the completed forms will be provided to leadership in preparation for elections. Nomination forms are available on the Chapter Leader Resources website: https://www.csus.edu/experience/alumni-association/chapters/chapter-leader-resources.html

Transitioning officers should set up a meeting with incoming officers and the Alumni Chapters and Networks Officer to handoff passwords, documents, materials, etc. prior to the end of their term.

Maintaining a Chapter
Annual Chapter Agreements

In 2020, the SSAA implemented the annual Alumni Chapter Agreement to replace individual chapter bylaws. Chapters are required to sign an Annual Chapter Agreement, which outlines all chapter expectations, by July 15 of each year (see Chapter Agreement in appendix) in order to receive support and services from the SSAA. Chapter Agreements are to be renewed annually and will reflect any needed changes as required by the SSAA Board of Directors. Chapters will complete the agreement and will receive a copy for their records. If your chapter has any questions regarding the expectations outlined in the agreement, please contact the Alumni Chapters and Networks Officer.

Maintaining a Chapter
Chapter Meetings and Minutes

Chapters are required to meet at minimum four times per year with one additional general meeting open to all chapter affiliates. SSAA allows one meeting per year to be held at the Harper Alumni Center. All other meetings must be held via Zoom or in the Sacramento area. Regional chapters may be granted a waiver to hold one or more meetings each year in their area of service. General meetings are to be advertised on the SSAA events calendar and via email to chapter affiliates. Chapter leaders should submit a calendar and email request two weeks prior to the desired email release date (email send date should be approximately two weeks before meeting date).

Meeting minutes should be submitted to the Alumni Chapters and Networks Officer at alumni.chapters@csus.edu by the Chapter Secretary within 72 hours of meeting completion.

Deactivation of a Chapter

Chapters that have not complied with the above expectations and responsibilities and those outlined in the Chapter Agreement (see appendix) will be at risk for deactivation. If a chapter is out of compliance for six months they will receive a 45-day written warning from the SSAA. This letter informs chapters that they have 45 days to create a revival plan with the Alumni Chapters and Networks Officer in order to retain their chapter status with the SSAA. If submitted within the 45-day period, the reactivation plan will be reviewed by the Chapter Engagement Committee at their next meeting and the chapter will be notified of their recommendation shortly thereafter.

If the chapter chooses not to respond within the 45-day period with a reactivation plan for the chapter, the Chapter will be formally transitioned into a Network and chapter affiliates will be notified of the search for new chapter leadership. A transitioned chapter may remain in network status for one year before formal deactivation and chapter funds forfeited as specified in Section 6 of the SSAA bylaws.

Probation

If a chapter is heading towards deactivation or if there are persistent leadership issues, the Vice President of Chapter Engagement and the Assistant Vice President of SSAA can initiate moving the chapter to probationary status. Probationary status allows the staff of the SSAA to assume leadership of the chapter in consultation with the volunteer leaders while the persisting issues are addressed. Probationary status will last a minimum of 6 months at which time progress will be re-evaluated by the Chapter Engagement Committee. If all elected officers are in place and all elements of the Annual Chapter Agreement are in compliance, the chapter will be permitted to move out of probation. Should issues still persist or elected officer positions are still vacant, probationary status will continue for another 6 months. At the 12-month mark, the Chapter Engagement Committee will evaluate whether the chapter is ready to move out of probation, needs to be transitioned to a Network, or if deactivation is recommended.

Chapter Programming

Chapter Events

In the effort to decrease volunteer burnout and establish a consistent planning horizon, the SSAA has set a structure of chapter event operations and planning. This structure allows for chapters to capitalize on their most successful and meaningful events, while encouraging the engagement of new members and chapter growth. Through this model, the SSAA will be able to provide increased support to chapters and ultimately support the betterment of the overall organization and its mission.

In accordance with the above statement, chapter events should have a direct relationship to the Alumni Association mission.

Sacramento State Alumni Association mission: to connect, engage and celebrate alumni, students and friends of Sacramento State while building lifelong relationships that support the future of our University.

In addition to individual chapter events, all chapters will have the opportunity to be present in multiple Alumni Association events with one major event in each fall and spring semesters. With participation in such events, chapters will be furthering our efforts to create an environment of success and support across the organization.

Chapter-Directed Events

Chapter-directed events will be divided into two areas: Networking Events and Signature Events. This model provides chapters an opportunity to engage alumni in mission-driven events, while catering to each chapter's individual interests. Through this model, chapters should host one signature event and one networking event per semester. One of these events per year may be a designated scholarship event and the SSAA encourages events that cater to areas such as student engagement and life-long learning.

Through research and communications with chapters and other campuses, the SSAA has determined that charging a nominal fee for events drastically decreases the attendee no-show rate. Therefore, all events will be required to charge a nominal ticket price of $5 minimum starting July 1, 2020.

	Networking Event	Signature Event
Event Types	- Social mixer - Networking events - Activity options (hike, gaming, etc.) - Tabling at campus or community events	- Gala - Large scale dinners - Speaker series - Fundraisers - Sport tournaments
Examples	New Member Mixer, Meet and Greet Alumni BBQ, Gaming Mixer	Soul Food Supper, What's Possible, Gala de Oro, Topgolf Tournament
Engagement	SSAA/University mission-aligned	SSAA/University mission-driven
Example event details	Admission charge: $5-20 Size: 20-60+ attendance	Admission charge: $35-100+ Size: 100+ attendance
Sponsorship	Allowed	Allowed

Joint-Chapter Events

Chapters are invited to partner with other chapters for additional events. Such events will not be considered a Networking or Signature event, or count towards the chapter's event total for the year. However, these events must utilize existing resources between the partnering chapters.

Partnering chapters must submit an Alumni Chapter Partner Event Agreement (see appendix) prior to any contract negotiations and marketing of the event. Any Event Partner Agreements must be signed by the participating chapter presidents and the Alumni Chapters and Networks Officer.

Virtual Chapter Events

Chapters are welcome to host virtual events for both chapter meetings and affiliate events. If a chapter wishes to host a virtual event, contact the Alumni Chapters and Networks Officer to coordinate your individual chapter's needs. Virtual events hosted through a Sac State Zoom license are able to host up to 300 attendees. Webinars are also available through Zoom and able to host up to 3,000 attendees. Webinar licenses are limited and not guaranteed for all requests. Zoom calls are available as needed.

Zoom has the capability to record a call or event. If your chapter is interested in having your event recorded and made available as on-demand content for those who were unable to attend, please let the Alumni Chapters and Networks Officers know. All videos will be uploaded to the Alumni Association YouTube page and transcribed for captioning.

Webinar v. Meeting

	Meeting	Webinar
Description	Ideal for hosting interactive sessions with audience participation or breakout groups. All participants can be visible.	Most similar to a virtual lecture hall or auditorium. Ideal for large audiences. Attendees have little interaction with each other. Panelist or Host is the only screen visible to attendees.
Best Use	Small to large groups: meetings, trainings, mixers, networking, etc.	Large events and public broadcasts: town halls, lectures, panels, etc.
Roles	Host/Co-host Participant	Host/Co-host Panelist Attendee
Audio Sharing	All participants can control their own audio. Host can mute/request to unmute participants. Host can set all participants to mute upon entry.	Only host and panelists can mute/unmute their own audio. Attendees join in listen-only mode. The host can unmute one or more attendees.
Video Sharing	All participants if enabled	Hosts and panelists
Capacity	Up to 300	Up to 3,000

For additional details on webinar and meeting formats visit: https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison

Post-Event Actions

Following a chapter-driven event, chapter leadership shall submit all proof of registration/RSVP/check-in forms, or other attendance tracking materials. In addition, chapter leadership must complete a post-event survey. Post-event surveys are to be completed and returned to the Alumni Chapters and Networks Officer

within four weeks of the event. These surveys will be important tools when working together on any strategic planning for the following year and will allow for SSAA to better assess where support and resources are needed throughout the planning and event execution process.

Chapter Events at the Harper Alumni Center

As a Chapter within the SSAA, each chapter is allotted one free use of the Harper Alumni Center for a chapter event. This free use includes basic Alumni Center features and does not include items such as use of the stage, cost of facility assistant staffing, parking permits, ABC licensing, use of non-preferred caterer, etc. Each chapter must use their free use within each fiscal year. Any unused events cannot roll over. This allotted usage cannot be transferred as a sponsorship gift to other campus departments, clubs, or community organizations.

Chapter Events at the Harper Alumni Center
ABC License

All events that involve the service of alcohol will be subject to obtaining of an ABC License. If you plan to serve alcohol and your event is being held at the Harper Alumni Center, contact the Alumni Chapters and Networks Officer as soon as possible to begin the process of obtaining a license. Licenses typically take 30 days to process by the ABC office and require a check request from SSAA.

Chapter Events at the Harper Alumni Center
Bartenders

Chapter events at the Harper Alumni Center that are serving alcohol are required to secure a licensed bartending service. Volunteers, Chapter leadership, and staff are not permitted to serve alcoholic beverages in place of hiring a service event even with the possession of a bartending course or food handler certificate. Harper Alumni Center requires additional insurance for alcohol service which is provided by outside vendors in the amount of $1M. This policy is to protect the Alumni Association, SSAA volunteers, and event attendees.

Chapter Events at the Harper Alumni Center (or other campus location)
Parking Permits

Chapters will be responsible for notifying event attendees of parking costs associated with their on-campus event. Parking costs can be covered by the chapter, included in an event's registration fee, or passed along to the registrants. Permits are required in all campus parking lots.

Pre-paid parking permits can be obtained through Sac State for a discounted rate. Chapters can share the event parking code with registered guests through an email communication and at the event. To secure a parking code for your event, contact the Alumni Chapters and Networks Officer.

For events where registered individuals will purchase their own permits, Chapters should include signage at check-in about individual single day permits. Permits can be purchased at the kiosks located within the individual parking lots.

Please note that parking permits are not provided to caterers, vendors, or outside event staff. If your vendors need permits, the chapter will need to include them in a pre-paid permit code request or by purchasing the permits and submitted the receipt for reimbursement.

Photography and Music

The SSAA does not provide DJs or photographers for chapter events. We are happy to inquire about the campus photographer or provide additional recommendations but the service is not guaranteed.

Auxiliary cords are provided at the Harper Alumni Center for Chapter use with use of the event space.

Panelists

Alumni Chapters seeking panelists for their events must have the panelists secured prior to advertisement of the chapter event. Panelists can be compensated with proper documentation provided (see next section).

Panelist/Speaker/Artist Compensation

Chapters may compensate their panelists, speakers, and artists within the limits provided by SSAA. Chapters may provide up to $75 in compensation to their speakers via check request. Each person provided with compensation must submit a completed W-9. Confirmation of distribution is required. Under University standards, gift cards are also viewed as a form of compensation and also require a W-9 from the recipient.

Gift For Board Members

Chapters may use up to $50 in chapter funds to provide a gift to a volunteer leader, no more than once per fiscal year for any one individual. Any additional cost associated with the gift cannot be paid by the chapter account or SSAA.

Certificates of Completion

Certificates of Completion for an event or event series are available upon request as a digital certificate. If a certificate is needed, please email alumni.chapters@csu.edu two weeks prior to the evet. Certificates will be distributed via email once the event is complete.

Prizes/Opportunity Drawings

Opportunity drawings may be offered as an engagement prize only. Any prizes may only be distributed to those in attendance of the event. Mailed prizes should be coordinated via the Alumni Engagement Officer. Any prizes that are emailed (i.e. gift cards) must also include a verification that the prize was received by the recipient.

Strategic Planning

Each Chapter will meet with the Alumni Chapters and Networks Officer annually to complete a strategic planning session for chapter events, goals, and associated programming for the upcoming year. These plans will allow the SSAA and the Chapters and Networks Officer to take a proactive approach in creating a supportive planning horizon. Chapters are required to meet with the Alumni Chapters and Networks Officer by August 1 for a yearly planning meeting, including development of event plans and chapter budget. Event plans should be completed and submitted to the Alumni Chapters and Networks Officer by August 31 for approval and should include details for two Networking events and two Signature events. Exact dates are not required; however, chapters should provide all event months at minimum (i.e. Networking Mixer, May 2020).

Please use the form provided on the Chapter Leaders Resources webpage to create and outline your event plan and budget for approval. When planning your events, please note dates of importance on the Sacramento State calendar and Alumni Association calendar. If you have any questions regarding event dates, contact the Alumni Chapter and Networks Officer.

Chapter Affiliations

Under the bylaws of the SSAA, all alumni chapters and networks are to remain inclusive to all Sac State alumni, friends, and community members. Upon claiming an SSAA membership, members have the option to affiliate with up to three alumni chapters or networks free of charge. Affiliates to these chapters will receive all chapter communications unless otherwise requested by the member.

Membership Reports

Chapters will receive monthly membership reports to track their affiliations throughout the year. Within the reports the affiliates will be broken into "total members," "new affiliates," and "legacy life members" (life members), all of which will be listed on individual tabs and shown as a graph on the front page of the report. Please review these reports monthly and let the SSAA know if you have any questions regarding your affiliations.

Please note that because of the various communications from SSAA (for example, Grad Fest and Commencement, chapter emails, etc.), you may see an increase in "new affiliates" during some months and no change in others. This is normal and expected.

Chapter Financials

Chapter Funding

As of July 2019, the Sacramento State Alumni Association has retired the Chapter Grant Program. Instead, chapters will be given a one-time funding allocation from the SSAA each fiscal year. The amount awarded to each chapter is based on a combination of factors which includes the previous year's events, event/meeting attendance, total number of chapter affiliates, strategic planning for the upcoming year, SSAA budget, and overall need.

Chapter allocations are independent to each chapter. With this system, Chapters will be provided more consistent funding and support from the SSAA in exchange for support of SSAA initiatives and events. Chapters will be eligible to receive increased funding for engagement and events and will be provided additional opportunities to interact with chapter affiliates on a larger scale through the SSAA.

Allocations from the SSAA will be deposited into each chapter's account at the start of every fiscal year following the strategic planning meeting with the Alumni Chapters and Networks Officer. Chapter leadership will be notified of the chapter allocation total via email to the Chapter President and chapter general email address.

Chapter Financial Reports

Chapters will be provided financial reports for their operation accounts monthly. Reports will include completed check requests, completed chapter donations, event expenses, general chapter spending, etc. Only processed check requests will appear on financial statements. If at any time chapter leaders see a discrepancy or have questions regarding a chapter financial report, they should contact the Alumni Chapters and Networks Officer. Chapter financial reports will run within the fiscal year of July 1-June 30. The June financial report will include all expenses for that fiscal year.

Reports regarding endowment funds or scholarship accounts must be generated separately-as these funds are held by the University Foundation. Requests for these account reports will be processed as quickly as possible, upon request (limited to four requests per fiscal year).

Check Requests

Chapters must complete a check request for any payment or reimbursement for chapter expenses. This includes event materials, marketing materials, deposits, etc. Check requests may only be signed and submitted by one of the elected chapter board members (President, VP, Secretary/Treasurer, or Events Officer). Original receipts, invoices, or a lost receipt affidavit must be submitted with the check request. The SSAA requests a two-week window to complete requests.

For additional information regarding check requests, visit the Check Request FAQ on the Chapter Leader Resource page of the Alumni Association website.

Panelist Payment

Chapters may compensate event panelists if a W-9 is provided for each panelist. A check will not be provided as a payment or reimbursement without a completed W-9. Chapters will also be required to submit a check request, meeting minutes approving the transaction, and an invoice for the services.

<u>Sponsorships</u>

The SSAA is in the final stages of an annual sponsorship plan for chapters in partnership with University Advancement and Development. If you are interested in obtaining sponsorships or developing a sponsorship plan, please contact the Alumni Chapters and Networks Officer.

Chapter Marketing

All Alumni Association Chapters and Networks are held to the same branding standards as the rest of Sacramento State. We are required to follow the branding guidelines as determined by the University Communications and Marketing departments. For more information on the University brand guidelines, please visit https://www.csus.edu/brand/toolkit.html

Because of these guidelines, we require all chapters to submit marketing materials for approval prior to purchase or distribution. This includes poster designs, chapter merch (t-shirts, stickers, mugs, etc.), and any marketing done outside of the SSAA systems. To have a design approved, please submit the design and any production quote to the Alumni Chapters and Networks Officer and allow up to two weeks for approval.

Email Messaging

The SSAA staff builds and releases all marketing emails through our iModules platform. Chapters are eligible to request emails as needed. We require that chapters use this service for event invitations, chapter newsletters, reminders, general correspondence, and other necessary communication with their affiliates. To request an email, please use the link located on the Chapter Leader Resources website titled "email request." When completing the email request, please include all available information including email release date. Please allow three weeks to create an email. A preview will be sent to the requestor for any additional edits before it is released.

All chapters are also provided with a unique Sac State email address. The log in instructions, user name, and password will be provided by the Alumni Chapters and Networks Officer to the President of the Chapter. Do not, under any circumstances, change the email password. If you have having difficulties logging into the email system, please contact the Alumni Chapters and Networks Officer for assistance. Campus requires communication on behalf of the Chapter to alumni, students, and campus and community partners to be conducted via the provided campus email address or other SSAA-designated email addresses. Do not generate additional email addresses on outside platforms to conduct network business. If you have any questions regarding this policy, contact the Alumni Chapters and Networks Officer.

The SSAA also encourages chapters to utilize the OneDrive system within the email to store chapter meeting minutes, event reports, general notes, and marketing materials. This has proven to be helpful in the event of officer transition and maintaining a chapter record. Monthly membership reports will also be sent to the chapter email address for your record.

Use and Creation of Chapter Logos

All Alumni Association Chapters will be provided a logo specifically tailored to their individual chapter. These logos are designed and develop in cooperation with the Sacramento State brand guidelines. Chapter logos are not to be doctored without approval from the SSAA and the Sacramento State Marketing Department. Chapter logos will be provided for print and web. If a chapter needs the logo in a different format, please contact the Alumni Chapters and Networks Officer. If the chapter needs a variation of their logo for apparel or printing purpose, please have the printer contact the Alumni Chapters and Networks Officer to coordinate the needs for the specific project.

Social Media

Sacramento State Alumni Chapters are encouraged to maintain social media accounts on the platforms that make sense for their chapter goals. Chapter social media password recovery must be connected to the

campus chapter email address and account passwords must be shared with the Alumni Chapters and Networks Officer. Additional Chapter leadership may be an administrator on social media accounts.

The SSAA encourages Chapters to post about events, elections, general chapter news, professional or cultural interests relevant to the chapter, and engagement opportunities for affiliates. We also encourage sharing of posts from other networks and chapters, SSAA, and Sacramento State accounts. Successful chapter posts can include:

- "Meet the board"
- Chapter events
- Nomination call for leadership
- Spotlights or features on chapter leaders or alumni
- Campus and community events or news in the chapter's area of interest
- Professional development opportunities on campus or in the chapter's area of interest
- Scholarship announcements

SSAA Events Calendar and RSVPs

All chapter events will be advertised on the SSAA events calendar and social media with the submission of a calendar request (available on the Chapter Leaders Resources web page). All requests should be submitted two weeks prior to the desired posting date.

Any chapter event that also requires an event RSVP also requires a calendar request. A digital RSVP platform will be created upon submission of the initial calendar request. Duplicate requests are not required.

Chapter Scholarships

Starting a Chapter Scholarship

As a chapter of the Sacramento State Alumni Association, we want to empower you to support Sacramento State and its students in the manner that best meets the goals of your chapter. For many, this includes a desire to provide direct support to students in the form of scholarships. If your chapter has reached a point where you are interested in awarding scholarships, there are items to consider and University/Association processes to follow. The desired scholarship option will determine which set of processes the chapter must follow. If your chapter is interested in starting a scholarship, we highly encourage scheduling a meeting to discuss the options and help you determine what might work best for your chapter. We will also guide you through the process once you've selected the option that works best for your chapter. Scholarship selection is done once a year in early spring for awards in the following academic year.

Scholarship Options

- **SSAA Alumni Scholarship Program**: Your chapter has the option of awarding scholarships in your name through the established Alumni Scholarship program. The chapter must award a minimum of $500 to a maximum of $2,500 to one student during the academic year. All scholarship specifications must match the Alumni Scholarship program exactly with the exception of singling out a particular major or other identifier for the group. The scholarship recipients are selected by the SSAA Scholarship Committee. Your chapter may invite one of its members to sit on the Scholarship Committee but they are expected to be a full participant, not just engaged for the chapter's scholarship. Alternatively, a chapter member can volunteer to be a "reader" and participate in just one Scholarship Committee meeting each spring when the applications are discussed. Again, they are expected to read any assigned applications, not just those for the chapter.

- **Establish a 'current use' scholarship account**: Your chapter may opt to have the Alumni Association establish an account with the University Foundation to award scholarship funds you raise each year in the name of your chapter. The minimum amount to open this type of scholarship account is $2,500. At least $500 must remain in the account at all times but the remaining balance could be expended as scholarship awards each year. The University Foundation does assess small account maintenance fees which will be taken out of your current balance. The selection process would also run through the SSAA Scholarship Committee as referenced above.

- **Establish an 'endowed' scholarship account**: Your chapter may opt to establish an endowed scholarship through the University Foundation in association with the Sacramento State Alumni Association. An endowed scholarship would create a scholarship in the chapter's name and continue in perpetuity. The minimum amount to create an endowed scholarship is $25,000. Please be aware, the principal amount of $25,000 can never be expended. Scholarships can only be awarded from the earnings of the endowed scholarship account. Assuming an annual return of 5% and a base endowment of $25,000, the average amount available to award each year would be $1,000. The University Foundation does assess small account maintenance fees which will be taken out of your current balance. If this causes the principle to drop below $25,000, it may inhibit awards from being made until the balance is back above $25,000. The selection process would also run through the SSAA Scholarship Committee as referenced above.

*Please note that gift cards cannot be awarded as a chapter scholarship. All chapter scholarships must be awarded via the SSAA/Sacramento State scholarship process and timeline.

Chapter Toolkit

All general chapter forms and information can be found on the Chapter leader resource page: https://www.csus.edu/experience/alumni-association/chapters/chapter-leader-resources.html

If you or your chapter think of another resource or update for this page, please contact the Alumni Chapters and Networks Officer at alumni.chapters@csus.edu.

SSAA events calendar: https://www.csus.edu/experience/alumni-association/events-calendar.html

Campus events calendar: https://www.trumba.com/calendars/sacramento-state-events?trumbaEmbed=filterview%3DFeaturedEvents

SSAA Facebook: https://www.facebook.com/SacramentoStateAlumni

SSAA Instagram: https://www.instagram.com/sacstatealumni/

SSAA Twitter: https://twitter.com/SacStateAlumni

SSAA LinkedIn: https://www.linkedin.com/groups/68556/

Sac State Facebook: https://www.facebook.com/sacstate/

Sac State Instagram: https://www.instagram.com/sacstate/

Sac State Twitter: https://twitter.com/sacstate

Event Planning Timeline- EXAMPLE

June
- Meet with Alumni Chapters and Networks Officer and decide events for the upcoming fiscal year.

July
- Submit event proposal sheets to Alumni Chapters and Networks Officer outlining events and event month
- Begin researching possible venues

3 months before event
- Confirm event date with the Alumni Association
- Begin securing sponsorships (if applicable)
- Begin social media planning with the Alumni Association
- Reserve venue
- Research catering
- Research photography resources (if needed)
- Begin recruiting event volunteers

1 month before event
- Finalize catering menus
- Finalize sponsorships (if applicable)
- Implement social media plans
- Finalize photographer (if needed)
- Confirm speaker and deliver information and logistics relevant to the speaker
- Order and confirm all additional equipment needed for your event (sound/AV, photo backdrop, podium)
- Submit email, calendar and RSVP form requests to Alumni Association for RSVP and "Save the Date" materials.

2-3 weeks before event
- Request an event box
- Complete a cash box request form (if needed)

1-2 weeks before event
- Reminder email is sent from the Alumni Association to your chapter audience.
- Finalize timeline and agenda.
- Check registrations and adjust estimate with caterer (if applicable)
- Obtain final invoice and complete check request for final balance for day of event pick up (if applicable)

Week of event
- Confirm attendee numbers with the Alumni Association, venue and caterers
- Assemble and/or prepare any other event items including check-in materials, décor, speaker gifts, etc.
- Prepare photography waiver forms
- Confirm volunteer, staff and board member presence at event

Day of event
- Before leaving the event, check with venue staff to ensure that are bills are settled or invoices are sent to the appropriate person.
- Pick up check for final event balance from the Alumni Center

1-2 weeks after event
- Complete post-event survey and return to the Alumni Chapters and Networks Officer
- Submit an email request for a thank you email and post event survey to all attendees via SSAA email system
- Submit final check requests with documentation as needed
- Thank you emails to sponsors - completed by chapter

3-4 weeks after event
- Check status update of checks, post-event survey results, and any unresolved items or questions.

Check Request FAQ

- **Can I pay with cash and still be reimbursed?**
  Yes, cash payments can still be reimbursed. To be reimbursed from a cash payment you must provide the appropriate signatures and documentation showing proof of payment (ex. Invoice that shows paid in cash).

- **What type of receipts are acceptable?**
  The types of receipts acceptable are original, fully itemized receipts, and/or original invoices. Non-business/personal items will not be reimbursed.

- **What if I lost a receipt?**
  If your original receipt is lost, attach a signed lost receipt affidavit signed by your chapter president and return the form to the Alumni Association. The affidavit will take place of the original receipt and provide information on what was purchased, the date and total of purchase.

- **What if I am ordering from a vendor?**
  Fill out a check request form and attach an invoice that itemizes the items purchased. Quotes for items are acceptable if payment is required in advance.

- **Can I pay for the deposit via check request?**
  Check requests for deposits up to 50% of total charge may be picked up prior to the event. Balances must be invoiced. Checks for balances will be available via check on the day of event or upon receipt of goods purchased. Final invoices must show deposit payment.

- **Can I pick up my check or will it be mailed?**
  Once checks are ready, the requestor will be notified. Checks not picked up after 7 days will be mailed.

- **What do I do if my check is lost in the mail?**
  If your check is lost, please contact the Alumni Association as soon as possible. We will stop payment and re-issue a replacement check.

APPENDIX

Alumni Chapter Partner Event Agreement

Please complete the below agreement for an event partnership with an SSAA Alumni Chapter. Partnerships can be entered into with campus departments, student organizations, other chapters, businesses, etc.

The parties listed below hereby agree to act as partners for _____

event name

Event Partners:

1. Alumni Chapter: _____

2. Alumni Chapter/campus department/organization: _____

Event Details:

Event Date(s): _____

Event Start Time(s): _____   Event End Time(s): _____

Event Location(s): _____

Event Budget (please list additional items on a separate page):

Budget item	Qty Needed	Cost per item	Total

Event Costs and Revenue

The above listed partners agree to split the costs of this event as follows:

Partner 1 will *(select one)*:

☐ Contribute $_____

☐ Pay for _____% of event costs

☐ Purchase/cover the cost of the following items: _____

Partner 2 will *(select one)*:

☐ Contribute $_____

☐ Pay for _____% of event costs

☐ Purchase/cover the cost of the following items: _____

The above listed partners agree to share any revenue of this event as follows:

Partner 1 will receive

☐ A _____% share of all revenue *(must total 100% with Partner 2)*

☐ Minimum $_____

☐ Maximum $_____

Partner 2 will receive

☐ A _____% share of all revenue *(must total 100% with Partner 1)*

☐ Minimum $_____

☐ Maximum $_____

By signing below, the representatives of the partners listed above agree to the event details, budget, and cost and revenue sharing outlined in this document.

Partner 1: Chapter President

Printed Name: _____ Chapter: _____

Signature: _____ Date: _____

Partner 2: Chapter President or Authorized Organization Designee

Printed Name: _____ Chapter: _____

Signature: _____ Date: _____

Alumni Chapters and Networks Officer

Signature: _____ Date Received: _____

Alumni Chapter Agreement

Sacramento State Alumni Chapter: _____

Agreement Year: _____ **to** _____

The mission of the Sacramento State Alumni Association (SSAA) is to connect, engage and celebrate alumni, students and friends of Sacramento State while building lifelong relationships that support the future of our University.

The SSAA chapter: _____ *is a group whose purpose is to be a champion for the University, and organize alumni and friends as influential networks that support and engage with each other and the University.*

To be designated as an SSAA Alumni Chapter, receive support and services, Chapters must annually submit this agreement, along with the materials listed below to the SSAA Alumni Chapters and Networks Officer at alumni.chapters@csus.edu. This Annual Chapter Agreement replaces all former chapter bylaws in pairing with supporting documents.

THE DESIRED DEADLINE FOR SUBMITTING THE CHAPTER AGREEMENT AND MATERIALS IS JULY 15.

The Sacramento State Alumni Association (SSAA) Chapter named above hereby agrees to operate in support of the SSAA Alumni mission in the following ways:

- Be aligned with the SSAA mission, purpose and vision, including active promotion of SSAA membership and proper use of official SSAA branding in all communication.
- Adhere to the SSAA chapter agreement and Association bylaws.
- Meet with chapter leadership four times per year and hold a general meeting (open to all members) once per year.
- Provide chapter meeting minutes within 72 hours of chapter meetings to the SSAA.
- Promote SSAA membership through chapter programs, activities, and communications.
- Provide programming for diverse interests and age groups.
- Coordinate all chapter marketing efforts with SSAA to ensure alignment with University marketing standards. This includes graphics, flyers, apparel, promotional items, chapter logos, and more.
- Coordinate all sponsorship/fundraising efforts with SSAA and University Development prior to promotion or financial request.
- Use SSAA resources for communications with SSAA affiliates and potential affiliates; to encourage alumni to keep their data current by updating their information via the SSAA website, and maintain chapter social media accounts.

- Share all chapter social media login information with SSAA for continuity of the chapter social media presence.
- Provide event reporting and sign-in sheet documentation within 72 hours of chapter event or activity, and an event recap within two weeks of the event completion.
- Complete the following with this Chapter Agreement:
  - Signed Chapter Job Descriptions for all officers for the current fiscal year (required officers: president, vice-president, treasurer/secretary, and events officer).
  - An annual strategic planning meeting with the Alumni Chapters and Networks Officer.
  - Submit an End of Year Report to SSAA by July 15 of the terminating year of this agreement.

As an elected officer of this chapter, I agree to the statements above.

Printed Name, President: _____

Signature: _____

Printed Name, Vice-President: _____

Signature: _____

Printed Name, Treasurer/Secretary: _____

Signature: _____

Printed Name, Events Officer: _____

Signature: _____

By signing below, SSAA pledges to assist the Chapter in its efforts to carry out the SSAA mission in ways set forth above.

Chapter Agreement Approved by the SSAA Alumni Chapters and Networks Officer:

Signature: _____ Date: _____

Jennifer Barber, Assistant Vice-President, Alumni Relations:

Signature: _____ Date: _____

Signed copy will be returned to the Chapter officers for your records.

Sacramento State Alumni Association
Chapter Officer Job Description

Job Title: President, Alumni Chapter

General Duties: To facilitate chapter activities; Act as a facilitator at formal chapter meetings; Ensure chapter succession plan by encouraging involvement of other chapter officers; Draft annual strategic plan with board input; Meet with Alumni Chapters and Networks Officer to finalize strategic plan (with the assistance of the Event Officer); Prepare officer election update; Attend chapter leader retreat or select another officer to attend; Oversee any chapter committees with the assistance of the Chapter Vice President.

Term of Office: One-year commencing on July 1. Officers may be eligible to serve an additional consecutive one-year term upon agreement from the chapter board and Alumni Chapters and Networks Officer, and with vote from affiliates.

Responsible to: Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.

Roles and Responsibilities of the Full Board:

1. Strategic Planning. Establish the goals, strategies and objectives   to enable the Association to fulfill its mission
2. Policy Administration. Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.
3. Resource Development. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.
4. Finance. Ensure that the financial affairs of the chapter are   conducted on a responsible basis in accordance with established policies.
5. Community and Campus Relations. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

Duties of each Board Member:

1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.
   a. Plan your schedule to attend regularly, be on time and stay until business is concluded.
   b. Be prepared to discuss agenda items.
   c. Contribute knowledge and expertise by expressing your point of view.
   d. Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.
2. Be a financial supporter of the Association and/or your chapter by providing an annual gift of at least $50.

3. Participate in Association events and programs (e.g., Scholarship Reception, Homecoming, Distinguished Alumni Awards).
4. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
5. Be informed about the Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni affiliation and engagement with chapters. Each member can affiliate with up to three alumni chapters with their complementary membership.

I accept the terms and responsibilities as outlined above. I understand that failure to do so may result in removal from office.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Chapter: _____

Sacramento State Alumni Association
Chapter Officer Job Description

Job Title: Vice President, Alumni Chapter

General Duties: Assist the chapter President in overall leadership of the chapter; Be involved in program and event planning (with the partnership of the President and Events Officer; Help prepare the end of event report; Attend the Chapter Leader retreat with the President or as their delegate; Oversee any chapter committees with the assistance of the Chapter Vice President.

Term of Office: One-year commencing on July 1. Officers may be eligible to serve an additional consecutive one-year term upon agreement from the chapter board and Alumni Chapters and Networks Officer, and with vote from affiliates.

Responsible to: Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.

Roles and Responsibilities of the Full Board:

1. <u>Strategic Planning</u>. Establish the goals, strategies and objectives   to enable the Association to fulfill its mission
2. <u>Policy Administration.</u> Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.
3. <u>Resource Development</u>. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.
4. <u>Finance</u>. Ensure that the financial affairs of the chapter are   conducted on a responsible basis in accordance with established policies.
5. <u>Community and Campus Relations</u>. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

Duties of each Board Member:

1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.
   a. Plan your schedule to attend regularly, be on time and stay until business is concluded.
   b. Be prepared to discuss agenda items.
   c. Contribute knowledge and expertise by expressing your point of view.
   d. Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.
2. Be a financial supporter of the Association and/or your chapter by providing an annual gift of at least $50.
3. Participate in Association events and programs (e.g., Scholarship Reception, Homecoming, Distinguished Alumni Awards).

4. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
5. Be informed about the Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni affiliation and engagement with chapters. Each member can affiliate with up to three alumni chapters with their complementary membership.

I accept the terms and responsibilities as outlined above. I understand that failure to do so may result in removal from office.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Chapter: _____

Sacramento State Alumni Association
Chapter Officer Job Description

Job Title: Secretary/Treasurer, Alumni Chapter

General Duties: Maintain chapter records and assist Chapter President in the preparation of any required reports; Take minutes/notes of all meetings and send them to the Alumni Chapters and Networks Officer within 72 hours of meeting completion; Review chapter financial records for accuracy with the assistance from the Alumni Chapters and Networks Officer; Coordinate with the Events Officer to maintain responsible spending when planning events; Compile history of chapter activity to pass onto the next Secretary/Treasurer (to include: financial statements, meeting minutes/notes, event history, sponsorship history, event contracts, etc.).

Term of Office: One-year commencing on July 1. Officers may be eligible to serve an additional consecutive one-year term upon agreement from the chapter board and Alumni Chapters and Networks Officer, and with vote from affiliates.

Responsible to: Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.

Roles and Responsibilities of the Full Board:

1. <u>Strategic Planning</u>. Establish the goals, strategies and objectives   to enable the Association to fulfill its mission
2. <u>Policy Administration.</u> Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.
3. <u>Resource Development</u>. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.
4. <u>Finance</u>. Ensure that the financial affairs of the chapter are   conducted on a responsible basis in accordance with established policies.
5. <u>Community and Campus Relations</u>. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

Duties of each Board Member:

1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.
   a. Plan your schedule to attend regularly, be on time and stay until business is concluded.
   b. Be prepared to discuss agenda items.
   c. Contribute knowledge and expertise by expressing your point of view.
   d. Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.

2. Be a financial supporter of the Association and/or your chapter by providing an annual gift of at least $50.
3. Participate in Association events and programs (e.g., Scholarship Reception, Homecoming, Distinguished Alumni Awards).
4. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
5. Be informed about the Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni affiliation and engagement with chapters. Each member can affiliate with up to three alumni chapters with their complementary membership.

I accept the terms and responsibilities as outlined above. I understand that failure to do so may result in removal from office.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Chapter: _____

Sacramento State Alumni Association
Chapter Officer Job Description

Job Title:	Events Officer, Alumni Chapter
General Duties:	Functions as the main chapter point of contact regarding all chapter events and sponsorship; Complete and submit the end of event report (with the assistance of the Vice President); Document of event attendance and submit record to the Alumni Chapters and Networks Officer; Coordinates with the Secretary/Treasurer to ensure responsible event spending; Works with the Chapter Board to select event sites, plan event timelines, marketing, etc.; Assists the Chapter President in completing the annual chapter strategic plan.
Term of Office:	One-year commencing on July 1. Officers may be eligible to serve an additional consecutive one-year term upon agreement from the chapter board and Alumni Chapters and Networks Officer, and with vote from affiliates.
Responsible to:	Alumni Chapters and Networks Officer, fellow elected board officers, and all chapter affiliates.

Roles and Responsibilities of the Full Board:

1. Strategic Planning. Establish the goals, strategies and objectives   to enable the Association to fulfill its mission
2. Policy Administration. Be knowledgeable of and follow policies for administering the programs and activities which are consistent with the mission and goals of the Association.
3. Resource Development. Work with the Alumni Chapters and Networks Officer to secure any fund development related activities.
4. Finance. Ensure that the financial affairs of the chapter are   conducted on a responsible basis in accordance with established policies.
5. Community and Campus Relations. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

Duties of each Board Member:

1. Attend minimum quarterly Chapter Board Meetings at a time and location determined by the board.
    a. Plan your schedule to attend regularly, be on time and stay until business is concluded.
    b. Be prepared to discuss agenda items.
    c. Contribute knowledge and expertise by expressing your point of view.
    d. Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.
2. Be a financial supporter of the Association and/or your chapter by providing an annual gift of at least $50.

3. Participate in Association events and programs (e.g., Scholarship Reception, Homecoming, Distinguished Alumni Awards).
4. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
5. Be informed about the Association, its mission, programs, policies and services to alumni and students.
6. Encourage alumni affiliation and engagement with chapters. Each member can affiliate with up to three alumni chapters with their complementary membership.

I accept the terms and responsibilities as outlined above. I understand that failure to do so may result in removal from office.

Signature: _____ Date: _____

Name: _____

Email Address: _____

Phone Number: _____ Chapter: _____