Saint John’s University Alumni Association
Alumni Chapter Handbook

About the Saint John’s University Alumni Association
The Alumni Association was founded in 1882 by Rev. Joseph Cotter, Class of 1870. The mission of the Alumni Association remains the same today as it did in 1882:

To strengthen and perpetuate the bond of friendship formed in college days, to advance the welfare—spiritual and temporal—of its members and to further the interests of alma mater.

Today, at over 23,000 strong, the Alumni Association encourages alumni to stay connected through alumni chapters, class committees, alumni clubs, events, alumni awards and communications.

The Four Cornerstones of the SJU Alumni Association
Alumni Connections
Student Preparation
Resource Development
Student Recruitment
Alumni Chapters
An alumni chapter is a group of alumni and friends of Saint John’s who gather in a common geographical area to stay connected with each other and with Saint John’s. An alumni chapter is a resource and point of contact for alumni, students, prospective students, parents and Saint John’s.

Benefits of Starting an Alumni Chapter
- Advocate for and help Saint John’s University in reaching institutional goals and aspirations
- Maintain and grow your Johnnie network
- Stay connected with the university
- Utilize career and social networking opportunities with alumni and SJU/CSB students
- Participate in community service events in the spirit of Saint John’s Benedictine values
- Help to educate prospective students on the benefits of attending SJU and CSB
- Enjoy meaningful and fun experiences with others who love Saint John’s

Ideas for Alumni Chapter Events and Programs
- Community picnics for alumni, students and parents
- Guest speaker events featuring alumni, professors or other members of the SJU community
- Johnnie Athletic Game Watches
- Golf outings
- Volunteer and community service events
- Happy hours or evening socials
- Prospective student receptions
- Benedictine Values retreats and seminars
- Attend a local sports event or concert with fellow alumni
- Professional networking events

Chapter Leadership Duties and Responsibilities
- Each Club has a President and an Executive Committee which consists of the other chapter leaders.
- The President and Executive Committee can appoint other officers if desired
- The President and Executive Committee will meet at least twice a year, including a meeting leading up to each Chapter event
- Each Chapter will create and maintain a social media presence (Facebook, LinkedIn, etc.) to help promote Chapter events
- Each Chapter will welcome alumni new to the area on a quarterly basis
- Each Chapter will strive to obtain accurate contact information from alumni through event participation and outreach
- Documentation of events through photos and attendance lists
- Each Chapter will submit a Goals & Objectives form to the Alumni Office annually by August 1
- Each Chapter will submit an Annual Report to the Alumni Office by June 30
- The President and Executive Committee will actively identify and recruit future Chapter volunteers for succession planning purposes
Chapter Leadership Position Descriptions
Alumni chapters are required to have an acting president. Other titles can be given if desired, but are not necessary. Although other titles are not necessary, the duties and responsibilities that fall under the other titles need to be delegated and accomplished.

- **President (required)**
  1. Oversees responsibilities of all volunteers
  2. Sets the chapter’s activities calendar
  3. Serves as the primary liaison with the alumni office and university
  4. Keeps records of events, ideas, tips for future leaders, and sample letters, invitations and forms.

- **Vice President**
  1. Officiates in the president’s absence
  2. Assists in scheduling chapter meetings and works with other volunteers and the alumni office on mailings and notices
  3. May be asked by president to serve as program chair

- **Secretary**
  1. Keeps minutes of all meetings
  2. Files event reports and meeting minutes to the alumni office
  3. Advises the alumni office of all known address, phone, and email changes

- **Other Executive Committee Duties**
  1. Act as ambassadors for SJU
  2. Help in driving attendance at chapter events
  3. Identify future volunteers
  4. Represent the chapter and university at events

Chapter Events
Alumni Chapters will hold events throughout the year to keep alumni connected with each other and Saint John’s. Here are guidelines for how many events a Chapter should hold:

- Under 250 alumni in Chapter area = 2 events/year
- 251-500 alumni in your area = 3 events/year
- Over 500 alumni in your area = 4 events/year

These are guidelines, and more or less events may be appropriate depending on unique circumstances for each Chapter.

How Saint John’s Supports Alumni Chapters
- Serves as a resource for planning chapter events and activities
- Promotes chapter events via email, internet, and/or printed invitations
- Provides contact lists of alumni and current students/parents located in the alumni chapter area
- Provides and/or helps obtain speaker and guest contact information
- Maintains the alumni chapter webpages found on SJUalum.com
- Travels to support a variety of events
- Provides name tags, sign in sheets, and various other event resources
Saint John’s University Alumni Relations Team

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If there are any questions or concerns please contact Adam, Ted, or Leila via email or at 1-800-635-7303. We are here to help your chapter reach its full potential!