



Saint John's

UNIVERSITY

ALUMNI ASSOCIATION

Saint John's University Alumni Association **Alumni Club 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 Clubs

An alumni club is a group of alumni and friends of Saint John's who share similar interests, career fields, hobbies, or backgrounds. They stay connected with each other and Saint John's through the alumni club. An alumni club is a resource and point of contact for alumni, students, prospective students, parents and Saint John's. Alumni clubs are not created or designed for advocacy, politics or activism.

Benefits of Starting an Alumni Club

- 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
- Help to educate prospective students on the benefits of attending SJU and CSB and of participating in relevant activities
- Enjoy meaningful and fun experiences with others who love Saint John's

Ideas for Alumni Club Events and Programs

- Student mentoring programs and/or events
- Professional networking events
- Attendance at events related to your club's interest- Sports, Theater, Public Policy, etc.
- Guest speaker events featuring alumni, professors or members of the SJU community that pertain to your club's interest
- Happy hours or evening socials (pairing with an SJU event related to your interest works great!)
- Volunteer to support students or common interest groups
- Hold current and/or prospective student receptions

Club 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 Club event
- Each Club will create and maintain a social media presence (Facebook, LinkedIn, etc.) to help promote Club events
- Each Club will welcome new alumni with shared interests to the area on a quarterly basis
- Each Club will strive to obtain accurate contact information from alumni through event participation and outreach
- Documentation of events through photos and attendance lists
- Each Club will submit a Goals & Objectives form to the Alumni Office annually by August 1
- Each Club 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

Club Leadership Position Descriptions

Alumni clubs 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 club'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 club 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 club events
 3. Identify future volunteers
 4. Represent the club and university at events

Club Events

Alumni Chapters will hold events throughout the year to keep alumni connected with each other and Saint John's. The Saint John's Alumni Association would like the alumni clubs to host 2-3 events annually. 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 club reach its full potential!*