Alumni Chairman Duties and Responsibilities

The Alumni Chairman for the chapter serves a key role as liaison between the undergraduate chapter and the alumni. He is the pipeline through which information is relayed and alumni involvement can be fostered. Here are some duties and responsibilities that the Alumni Chairman should keep in mind in their role. There are also some alumni responsibilities – this position more than many others is a two-way street.

Undergraduate Responsibilities

• Establish a strong relationship and line of communication with your local alumni association, chapter alumni, house corporation, and chapter advisor(s)
• Have alumni events well thought out and planned far in advance
• Follow up after an event has taken place with all participating alumni; send thank you notes and follow-up e-mails
• Include alumni on important chapter decisions (ones that effect the status of the entire chapter as a whole, not just undergraduates)
• Recognize outstanding alumni for their support and dedication to your chapter
• Send out newsletters to alumni on events (Homecoming, Founders’ Day, etc.)
• Recognize alumni for their contributions to your chapter, their professional accomplishments, and personal milestones

Alumni Responsibilities

• Establish an alumni advisory board to oversee the chapters efforts and financial security
• Set up scholarship fund(s) for the undergraduates (national and regional leadership schools, convention, etc.)
• Ensure that the chapter’s financial balance remains paid in full
• Send out an alumni newsletter (quarterly, biannually, etc.)
• Establish a strong communication line with the Fraternity Service Center and the local chapter
• Work with undergraduate chapter on all events
• Attend chapter and pledge meetings
• Encourage other alumni to support the chapter events and activities
• Offer to share your expertise and life experiences with the chapter
• Consider serving as a mentor to active chapter members
• Set up a house corporation to oversee the chapter’s living conditions and contracts
• Set up list-serve containing employment opportunities for graduating seniors
A Word about Alumni Associations

Why is a chapter alumni association important to have?

The chapter alumni association is a valuable resource for the chapter. Many chapters are associated with an area alumni association because they are located in an urban area where many SAEs settle. For chapters in some areas, however, this is not possible, and the chapters exist with no formal ties to their alumni. In these cases, the chapter alumni association can be a strong resource for the chapter.

This association is designed to draw its membership solely from the alumni of one chapter, regardless of residence. These members pay annual dues, receive regular publications from the chapter and/or association, and attend activities and meetings of the alumni. The benefit of the association is two-fold: the alumni are assured of regular news and possible activities, and the chapter will be associated with an organization that can enhance chapter operations.

How do I organize an Alumni Association?

This requires assistance from local alumni who can lend guidance, continuity, and credibility to the project. The first step for a chapter undertaking this effort is to locate one or more key alumni in the vicinity to spearhead the project. Promote the idea to your advisory board or house corporation officers, and to any currently involved alumni. If this fails to produce a volunteer, send out a questionnaire.

Construct a concise, informative letter to the local alumni from your chapter, explaining the goal of the project and the need for their assistance. Attach a questionnaire that will afford an opportunity to express both an interest in joining such a group and serving as a chapter advisor. A self-addressed, stamped return envelope should be included. Follow up on all positive responses immediately by telephone, requesting a meeting.

For an alumni association to be successful, the alumni themselves must both buy-in and run the association.

Where can I learn more about Alumni Associations?

Additional resources on alumni resources, associations, and advisory boards can be found in The True Gentleman Initiative Library under “Alumni Resources”.
Contacting Alumni

When is the best time to notify an Alumnus about an event?

It is a good idea to inform alumni about an event at least one to two months in advance. This will allow for a better turn out! Inform them about major events that take place on a set date, such as Founders’ Day or homecoming.

Where do I get mailing labels to mail out Alumni newsletters/correspondence?

Contact Teresa Hightower at the Fraternity Service Center at (800) 233-1856, or via e-mail at thightower@sae.net.