



Developing & Sustaining your Alumni Club

Alumni Club Volunteer Training

June 3, 2011



Overview

- Benefits of volunteering
- Regional Alumni Club vs. Blue Hen City
- Recruitment
- Transitioning
- Diversification
- Committees
- New Position = Treasurer
- UD Ambassador



Benefits of Your Leadership

- **Increased degree value**
 - Gathering alumni, parents, and friends, UD will gain a more visible presence in the region, nation and the world
- **Volunteer recognition**
- **Networking**
 - You have the opportunity to make new friends, business acquaintances, and personal contacts. You'll be building your own networks of alumni
- **Shared experiences**
 - Opportunity to gather with UD alumni, staff, faculty, parents, and friends who share a common bond – the University of Delaware



UD Alumni Groups

| | Regional Alumni Club | Blue Hen City |
|--------------------------|---|---|
| Leadership | Stable leadership and board, active committees, regular leadership meetings | Smaller leadership with officers, occasional meetings |
| Communications | 10+ | 4+ |
| Events | 4-12+ | 4+ |
| Alumni Population | Greater than 500 | Less than 500 |



Recruitment

- Which alumni will make good volunteers?
 - Frequently attend events
 - Highly involved as undergraduates
 - Currently involved as professionals in other organizations
 - Give back to UD
- Don't wait until a position is open to look for potential board officers
- Constantly market and promote open positions
- Internal rotation and moving up the ranks
- Help from the Office of Alumni Relations (AR) to identify leaders
- Friends



Transitioning

- **Outgoing officers**
 - Describe the duties of the office
 - Biggest challenges and how to avoid them
 - Biggest success in this the position (role specific)
 - Your goals
 - Share materials, forward emails and/or make a binder
- **Incoming officers**
 - Questions for the outgoing officer
 - Your goals for the club
 - Your plan to work effectively with the other board officers



Diversification

- Alumni with diverse backgrounds and experience could bring something new to the group
- Different generations will help to bring diversity to alumni club events
- Help to make all alumni feel comfortable and welcome at all events



Committees

- **University Committee**
 - Help with plans for Alumni Weekend, Homecoming and Presidential events
- **Special Events Committee**
 - Assist the Special Events Chair with event planning
 - Member could fill the position when term ends
- **Athletic Committee**
 - Organize a team for a local sports league
 - Organize gatherings around sporting events



Treasurer

- **Responsibilities**
 - Oversee regional alumni club finances
 - Assist board officers in preparing the yearly budget
 - Maintain and supervise the alumni club's fund
 - Work with AR to make financial arrangements for events
 - Report quarterly to AR
 - Work in partnership with AR and other board officers to coordinate sponsorships and in-kind donations received from alumni



Be an Ambassador!

- Support the mission of the University of Delaware and the greater University community
- Promote the University of Delaware and foster positive relationships between alumni, students and parents
- Share the new things happening on campus, educate yourself!
- Ask alumni about their experience at UD and share yours
- Ask for and be open to feedback about your efforts