



Alumni Network

The first meeting

What is the purpose?

The first meeting is critically important. It is a chance for interested alumni to get to know each other and build rapport. It is also a chance to identify skills, interests and resources that various members have. By the end of the meeting you should have a clear idea of what the chapter will be about, an interim committee who will guide the chapter through the approval process and a completed *USQ New Chapter Application Form*.

Some planning tips

- Communicate with each other for suggestions on the most convenient time for a meeting, such as lunchtime or evening, weekday or weekend, etc and select the option that suits most people.
- Set an agenda in advance and distribute it prior to the meeting, especially if you require input from those attending.
- Let people know if there is a cost involved, such as if the meeting is held in a restaurant or cafe.
- Tell the Alumni & Advancement Office of the meeting time at least 10 working days in advance so alumni on the USQ database can also be invited.
- Have a sign-in sheet at the door so attendees can leave their name and contact details.
- Allow at least 10-15 minutes of social time at the start of the meeting so members can get to know each other.

Discussions and decisions

The following items may be discussed or decided at the first meeting:

- chapter name
- types of activities
- appointment of a temporary committee
- date and location of the next meeting
- some ideas about funding chapter activities, such as whether or not to charge membership fees
- USQ New Chapter Application Form.

Talk to us

If you require any further information or any assistance, contact the Alumni & Advancement Office via email alumni@usq.edu.au