



# Alumni Chapter Handbook





## Message from the Alumni Relations Office

Dear USQ Alumni,

Thank you for your interest in setting up a new USQ Alumni Chapter.

Alumni chapters play an important role in fostering a lifelong and mutually beneficial relationship between the University and our alumni. Chapters are a great way of keeping in touch with fellow USQ graduates and friends in your region or area of interest and building social and professional networks, while at the same time furthering the reputation of your University.

The Alumni Chapter Handbook covers essential information and provides guidelines for you to establish and operate a successful USQ Alumni Network Chapter. If you have any questions regarding chapter setup or support please contact the Alumni Relations Office at [alumni@usq.edu.au](mailto:alumni@usq.edu.au)

Yours sincerely

**USQ Alumni Relations Team**

*An Alumni Chapter  
operates as a formal,  
organised group of alumni  
wishing to conduct an  
ongoing program of activities.*

# What is a Chapter?

Chapters usually consist of members who share a common interest and may be organised as:

- regional (location, city, region or campus)
- educational areas (faculty, international education partner or discipline area)
- residential college alumni
- professional or industry area
- special interest.

USQ has a structured process for the establishment of an alumni chapter.

## Focus

Being part of an alumni chapter is an excellent way to strengthen connections with fellow alumni and the University. The specific focus of a chapter can vary, but may include:

- networking and building social, professional and business relationships with other USQ alumni
- keeping in touch with friends from USQ
- creating a support network in regional areas
- having regular social gatherings
- providing support to current USQ students
- raising funds for scholarships and special projects.

Regardless of focus, chapters all have an overriding objective to act as ambassadors for the University of Southern Queensland in the community and promote the reputation of the University.

## Operation

The formation of a new chapter is usually initiated by an alumni of USQ who expresses an interest or identifies a need for a particular chapter in their area.

All chapters operate through their own committees and within the guidelines of the USQ Alumni Chapter Handbook. Chapter committees are responsible for recruiting members and organising events and activities dependent upon the interests of their members.

The Alumni Relations Office provides support in setting up and assisting with operations of chapters.





## Starting a Chapter

### How do chapters start?

If you decide to start a chapter a few things you should consider include:

- names of two or three other alumni who are committed to establishing this new chapter with you
- purpose and focus of the chapter such as who it will appeal to (for example, those living in a certain region, those who studied with a specific faculty or international partner or those who stayed at a residential college, etc.)
- the nature of the chapter (for example, purely social focus, professional networking group, a combination of these)
- types of activities or events that the chapter will run.

### Getting started

Contact the Alumni Relations Office with your idea for the chapter. Organise a first meeting to bring all interested alumni together to start to plan the new chapter. Then, decide what to call your chapter and complete and submit the New Chapter Application form.

The name of your chapter should give a clear indication of the purpose or nature of the chapter so that prospective members can decide whether the chapter relates to them. The Alumni Relations Office requires that the name contains the keywords 'USQ'. The proposed chapter name is considered a part of the approval process. Once approved, this official name is to be used in all correspondence and on all publications (printed and digital) of the chapter.

### Set up a temporary committee

The next step is to set up a temporary committee to establish the new chapter. A minimum of three committee members who take on the roles of Chair, Deputy Chair and Secretary is recommended. Please see page 6 for suggested roles and responsibilities for a Chapter Committee.

### Recruiting members

Once the new chapter has been approved by the Alumni Relations Office, the task of recruiting members begins.

Alumni chapters, via their committee, are responsible for recruiting members from among the USQ alumni in their particular area. A good place to start is to use your contacts and those of the core group of people who were involved with the initial application. The Alumni Relations Office will also assist in contacting relevant alumni that match the profile of your chapter to seek expressions of interest.

An ongoing membership of at least 10 chapter members, including committee office bearers, should be maintained. If membership drops below 10, the Alumni Relations Office will decide whether to recruit more members or dissolve the chapter.

### Talk to us

The Alumni Relations Office will advise you of any alumni chapters currently functional in your area and can help to identify and put you in contact with other alumni in either your location, discipline or special interest areas.

If you require any further information on the process or any assistance with completing the New Chapter Application Form, contact the Alumni Relations Office via email at [alumni@usq.edu.au](mailto:alumni@usq.edu.au).

# Running the Chapter

## Chapter objectives

Regardless of whether chapters are education, region or interest based, they all aim to achieve the following objectives:

- further the reputation of USQ
- develop a mutually beneficial relationship with the Alumni Relations Office and the University through networks, events, etc.
- conduct themselves in a manner consistent with the goals and objectives of the Alumni Relations Office and the high standards of the University.

These objectives and responsibilities should be discussed at the first meeting to ensure all members are aware and in agreement. The only requirement is that all committee members must be USQ alumni.

## Chapter committee meetings

Regular Committee meetings allow for better communication and planning. The frequency of the meetings may depend on how many activities or events are planned for the year or how geographically dispersed committee members are. Bear in mind, meetings can also be run via conference calls or Skype. Try to seek agreement from committee members at this first meeting and establish a schedule of meetings for the year.

## Roles and responsibilities

An Alumni Chapter is required to have a Chapter Committee which acts as an advocate of USQ. Although chapter size and scope of activities will determine the size of the Chapter Committee, other roles you could consider include Treasurer, Events Officer and Social Media Manager.

### Chapter Chair

As head of the Chapter Committee, the Chair's role is to act as an advocate for USQ and lead, motivate and organise local alumni in order to meet the goals of the chapter. The Chair's primary responsibilities may include:

- chair Chapter Committee meetings
- act as primary liaison with the Alumni Relations Office
- plan annual goals and alumni activities for the chapter
- call elections for new representatives as required
- other duties as determined by the chapter.

### Deputy Chair

The Deputy Chair is responsible for:

- performing the duties of the Chair in the Chair's absence
- providing general advice and assistance to the Chair
- other duties as determined by the chapter.

### Chapter Secretary

The responsibilities of the Chapter Secretary include:

- providing secretarial support such as preparing meeting agendas and distributing minutes of chapter meetings
- managing correspondence for the chapter
- keeping a file of all agenda, minutes, event arrangements and any other chapter related paperwork
- maintaining chapter members' contact details and transferring data to the Alumni Relations Office
- other duties as determined by the chapter.

### Chapter Treasurer (optional)

The Chapter Treasurer should:

- manage the financial matters such as paying chapter bills as they arise and receiving chapter monies if applicable
- open and report on chapter accounts (two office bearers should be signatories)
- manage budgets and reports for chapter events
- present financial reports at chapter meetings
- maintain financial records for the chapter
- other duties as determined by the chapter.

### Chapter Event Officer (optional)

The Chapter Event Officer is responsible for:

- planning and organising social events and functions
- arranging invitations, guest lists, venues and catering.

Chapter roles can be combined or shared among more than one committee member, depending on the particular circumstances of the chapter. Please note these are USQ's suggestions on roles and activities within these positions. Each Chapter Committee is able to determine their own committee functions and responsibilities as applicable to their particular committee. USQ does not monitor or manage roles and responsibilities for each chapter position.

## Activities and events

Each chapter should organise at least two or three activities per year as appropriate for members. An annual activity plan, developed by the Chapter Committee, should consider the following:

- a description of the year's activities including the purpose of the activities and the expected outcomes
- a calendar of events.

Suggestions for activities and events include:

- networking functions
- seminars or lectures
- dinner with a guest speaker
- family/social outings such as a theatre visit, golf tournament, picnic or quiz night

- reunions with other USQ alumni
- fund-raising events for USQ scholarships
- community service activities.

While the full program might not be finalised at the first meeting, it is useful to plan the first event to maintain the enthusiasm of those who have come along. Chapters may charge attendance fees for events or may choose to charge an annual membership fee that covers the cost of activities for chapter members. This might form part of the initial discussion or be something that is determined once the schedule of events is close to being finalised.

## Outcomes and reporting

The following information on each chapter is required by the Alumni Relations Office:

- name and contact details of the Chair and all committee members
- a list of proposed activities for the year
- information on the chapter for inclusion on the USQ Alumni website
- any changes to the format or nature of the chapter from the original chapter application.

Please forward this information to the Alumni Relations Office as soon as it is available.

## Managing chapter membership

It is important to maintain an accurate list of chapter members in order to keep track of membership and to effectively communicate with members. Chapters must keep the Alumni Relations Office informed of any changes to your committee. An updated member list must be sent to the office with each submitted report. The most efficient method of communication with chapter members is email and social media. Please consider a process for contacting members who do not have access to email or internet.

At various stages, depending upon the size and the objectives of the chapter, active recruitment of new members may be a priority. The Chapter Committee may develop a policy or an action plan for recruiting new members. For example, chapters may choose to hold a specific recruitment event where current members are encouraged to bring along new members. The Alumni Relations Office can also promote your chapter to new graduates.

## Membership fees

The Alumni Relations Office does not make it compulsory for chapter members to pay membership fees. If a Chapter Committee decides a membership fee is necessary, the fee amount can be set by the committee in consultation with members. In this case, the Alumni Relations Office requires the Chapter Committee to set up a specific bank account to manage all chapter related income and expenses. Details of the account, including income and expenditure, need to be reported at your Annual General Meeting (AGM).

## Reporting

Each chapter is required to communicate with the Alumni Relations Office in the following circumstances:

- when there is a change to the Chapter Committee
- for authorisation and approval of advertisements, publications and other promotional material using the USQ logo (assistance is available if required in the development of marketing material)
- submitting the mid-year report in June and annual report in December, including funding and financial reports (such as chapter bank statements).

The chapter's annual report should include the following:

- a full member and committee list
- the chapter's overall vision or objectives
- a description of the year's activities and achievements
- whether the chapter has achieved objectives
- any recommendations for the next year
- a financial report.

## The first meeting

The first meeting of a new chapter is important in setting the tone of the chapter. The types of activities that may happen at this meeting include:

- confirming the roles and duties required
- appointing people to the Chapter Committee
- clarifying the chapter's relationship with the Alumni Relations Office
- deciding on whether a constitution is necessary
- deciding on how frequently to meet
- establishing a process for chapter members to provide suggestions and feedback
- discussing types of activities or events the chapter will run
- planning of the first event or activity and discussing future events.

## Chapter liaison with USQ

The Alumni Relations Office is the first point of contact at USQ for all questions, guidance, support or clarification of matters relating to the chapter. All Chapter Committee members and representatives are welcome to contact us.

## Committee elections

A Chapter Committee is required for the ongoing operation of the chapter. The Chapter Committee is responsible for establishing and monitoring annual budgets (if applicable) and activity plans and reporting to the Alumni Relations Office. The University has developed the following guidelines for Chapter Committee elections:

- the first election must be held within 12 months of the formation of the chapter
- nominations should be called for each committee position
- a minimum of three committee office bearers are required including Chair, Deputy Chair and Secretary
- all chapter members will be invited to participate in the voting on each committee position
- the nominee with the highest number of votes for each position will be appointed for a period of two years
- where only one nomination for a position is received, the nominee is automatically appointed to the position for a period of two years
- the results should be announced and the hand-over of the committee made as soon as the outcome of the election is declared
- committee election results should be communicated to the Alumni Relations Office as soon as possible
- where a committee office bearer resigns their position during their two year term, a fresh election for that position should be held.

Chapter chairs and committees serve for a term of two years. They shall stand down on finishing the term, but will be eligible for re-election.

## Planning

To assist chapters with their on-going management, an activity plan for each year should be developed. Please contact the Alumni Relations Office if any assistance or advice is needed in developing this plan.

If a chapter requires support from the Alumni Relations Office to promote events or activities, please submit a written request to [alumni@usq.edu.au](mailto:alumni@usq.edu.au) a minimum of four weeks prior to the event to ensure that quality assistance can be given on time.

Requests for financial support must be submitted to the Alumni Relations Office in December of each year for the following year's activities.

## Code of Conduct

Individuals on Chapter Committees are obliged to carry out their activities in line with the following code of conduct:

1. A committee office bearer must act honestly, in good faith and in the best interests of the alumni chapter, committee and University as a whole.
2. A committee office bearer has a duty to use care and diligence in fulfilling their role and in the exercise of any powers attached to that position.
3. A committee office bearer must use the powers of office for a proper purpose, in the best interests of USQ alumni as a whole and not for any personal gain.
4. A committee office bearer must not make improper use of information acquired as an alumni committee member.
5. A committee office bearer must avoid situations in which his/her private interests, whether pecuniary, personal or otherwise, might reasonably be thought to create an actual or perceived conflict of interest with their duties to the Chapter Committee. Potential conflicts of interest must be declared to the Chapter Committee and the committee will determine whether there is a conflict.



6. Personal information, for example alumni membership data, received by a committee office bearer in the course of their duties must be treated as confidential. It must not be disclosed unless that disclosure has been authorised by any individual concerned or is required by law.
7. A committee office bearer should not engage in conduct likely to bring discredit to the reputation of the University or the Alumni Network.
8. A committee office bearer must not seek to represent the University in any public forum, without prior permission of the Alumni Relations Office.
9. A committee office bearer must not enter into any contract or arrangements with third parties that use the name of, or have association with, the University of Southern Queensland without the prior permission of the University.

## Breach of Code of Conduct

If a chapter member does not abide by the Code of Conduct, has acted in an immoral or unethical manner or takes action that may compromise the University's reputation, they will be notified that their actions will be discussed with the Deputy Vice-Chancellor of Students & Communities. The Alumni Relations Office will investigate any suspected or reported breach of the Code of Conduct and be responsible for the decision to keep or withdraw the current representative. If agreed a breach has occurred, USQ has the authority to resolve the complaint with the individual. Actions may include:

- a formal letter of caution advising the individual that any subsequent minor violations may lead to more severe consequences
- request for a formal apology in writing
- request for resignation from committee position
- removal from committee position.

## Insurance

In certain circumstances the activities of University volunteers may be covered by the University's corporate insurance policies. All chapters must contact the Alumni Relations Office prior to organising major events that make reference to the University, or involve University staff or that use the University facilities or premises.

## Use of USQ logo and name

The USQ logo and name are proprietary to the University. Any use of the USQ name or use of the USQ logo requires the express prior written permission of the University. Any unauthorised use of the name and logo will be prosecuted by USQ.

The Alumni Relations Office has designed some templates for each chapter, such as a chapter logo, letterheads, name tags and business cards for Chapter Committee members.

For further clarification, please refer to the Chapter Visual Identity Guidelines in the Chapter Toolkit.

## Legal liability

Chapter committee members are not authorised agents of USQ or the Alumni Relations Office and should not represent themselves as such at any time. No chapter committee member may enter into any contract or arrangement on behalf of, or for, the University.

Chapter committee leaders cannot speak officially on behalf of USQ, but can speak officially on behalf of the alumni chapter they represent. Individuals are required to avoid conflict with regard to the sole promotion of their own business.

The University is not in a position to provide legal advice to chapters whether in Australia or overseas. The Alumni Relations Office encourages all chapters to seek independent, local legal advice in their own locations before entering into contracts. Any chapter that engages in any activity which brings the University into disrepute will be instructed to stop operating immediately by the University. Illegal activities will be prosecuted.



# Support from The Alumni Relations Office

The Alumni Relations Office supports alumni chapters in the following ways:

- investigates how many USQ alumni live or work in your area
- provides advice and written guidelines on establishing and running the chapter
- assists with chapter member recruitment via the USQ Alumni Network database
- assists in promoting chapter events and activities through the USQ Alumni Network database and website
- promotes the chapter at any relevant USQ event, such as graduations, orientation and through various USQ social clubs
- raises awareness of chapters among USQ's overseas education partners and agents
- publishes articles about chapter activities in alumni publications to increase awareness among USQ alumni
- provides templates and logos for the chapter's use
- assists with the development of and provides a dedicated web page for each chapter on the USQ alumni website **[www.usq.edu.au/alumni](http://www.usq.edu.au/alumni)**
- provides an annual allocation of funds for specific chapter activities (these funds can be accessed via an application process).

Although the University helps you set up a new chapter and will continue to remain involved, we aim for all alumni chapters to become self-supporting over time.

## Promotion of events

The Alumni Relations Office is available to provide assistance in the promotion of chapters, events and projects. This may take the form of:

- advice on ways to generate publicity in your local area
- emails to members of the USQ alumni database for the purposes of recruiting prospective chapter members or promoting events
- promoting chapter events on the USQ alumni website and eNewsletter as well as through social media if applicable.

In order to facilitate this process, please submit a written request to the Alumni Relations Office at least four weeks prior to the event detailing the type of assistance you need and when.

## Recruitment of members

The Alumni Relations Office will provide support to chapters in recruiting new members. To access this service simply forward a request to **[alumni@usq.edu.au](mailto:alumni@usq.edu.au)** stating the profile of the members, including geographic location, field of study, etc., and include the name and email address of the main contact person within the chapter.

The Alumni Relations Office will organise for an email to be sent to relevant USQ Alumni Network members informing them of the chapter and asking them to make contact if interested. Details of USQ Alumni Network members will not be released to chapters in order to protect the privacy of graduates.

## Website

The USQ alumni website has space available for each chapter to maintain a homepage, to advertise events and activities and to promote participation in their chapter. These pages are managed by the Alumni Relations Office and with content supplied by the chapter. Chapters may arrange to set-up and run their own websites which may be linked from their USQ alumni homepage.

## Funding

The University allocates an annual budget for alumni relations. Funding for individual chapters may be provided from this budget. Funds are limited, so chapters seeking financial support should submit their annual activity plan to the Alumni Relations Office in December each year for the following year's activities.

The Alumni Relations Office will consider providing funds for activities that meet the following objectives:

- connect alumni to the University and to each other
- promote future alumni engagement with the chapter and the University
- support the chapter's activity plan.

Chapters are encouraged to pursue their own sources of funding such as charging fees for attendance at events. Chapters interested in approaching corporations or businesses for potential sponsorship must coordinate their request with the USQ Office of External Relations in order to preserve USQ's corporate relationships. Contact the Alumni Relations Office on [alumni@usq.edu.au](mailto:alumni@usq.edu.au) for further information.



**Proposed Name of Chapter:****Chapter type (please tick the relevant category and specify the details):**

- ☐ regional \_\_\_\_\_
- ☐ educational area \_\_\_\_\_
- ☐ residential college \_\_\_\_\_
- ☐ professional or industry area \_\_\_\_\_
- ☐ special interest \_\_\_\_\_

**Brief outline of why you would like to establish a Chapter:****Do you have a USQ representative (other than Alumni Office staff) supporting this application?**

☐ No   ☐ Yes   Please specify \_\_\_\_\_

**Your details (or those of the key contact person):**

NAME		
POSITION		
POSTAL ADDRESS		
PHONE	BUSINESS	MOBILE
PREFERRED EMAIL		

**PLEASE RETURN THIS FORM:****BY POST**

University of Southern Queensland  
Alumni Relations Office  
West Street  
Toowoomba QLD 4350 Australia

**EMAIL**

alumni@usq.edu.au

USQ respects the privacy of your personal information by adhering to the *Information Privacy Act 2009* (QLD). Information collected by the University through this form will be used for the purpose of maintaining communication with alumni and promotion of alumni activities organised by the University and USQ alumni chapters. You have the right to access your personal information and if you wish to inquire about the handling or seek to access your personal information you can contact the USQ Privacy Officer ([privacy@usq.edu.au](mailto:privacy@usq.edu.au))



This checklist is designed to assist new chapters in the process of planning, establishing and maintaining the chapter/group. Alumni volunteers should use this checklist as a guide when establishing and managing an alumni chapter.

STAGE 1: Forming an Alumni Chapter	Completed	In Progress
Contact the Alumni Relations Office: <ul style="list-style-type: none"> <li>discuss the idea of starting a new chapter</li> <li>find out information about processes and procedures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Floating the idea – an email will be sent by the Alumni Relations Office to alumni living in the same area to seek expressions of interest	<input type="checkbox"/>	<input type="checkbox"/>
Gauging interest – have conversations with interested alumni to determine their level of commitment	<input type="checkbox"/>	<input type="checkbox"/>
First alumni gathering: <ul style="list-style-type: none"> <li>find a location and time (that is convenient for the maximum number of attendees) to meet face-to-face or arrange a conference call</li> <li>develop an agenda for the meeting</li> <li>send invitations</li> <li>track RSVPs</li> </ul>	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    	<input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    
Set up a temporary committee – assign roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Finalise chapter purposes and set a date for the next meeting	<input type="checkbox"/>	<input type="checkbox"/>
Submit the USQ New Chapter Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Registration/incorporation ( <i>Optional</i> ): <ul style="list-style-type: none"> <li>consult local government to find more information about registration/incorporation requirements and costs involved in the process</li> <li>develop a constitution for your chapter</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  	<input type="checkbox"/>  <input type="checkbox"/>  
Bank account ( <i>Optional</i> ): <ul style="list-style-type: none"> <li>contact local financial institutions to discuss and find out what options you have</li> <li>open an account in the name of your chapter (please refer to Chapter Toolkit – Chapter incorporation and registration for details)</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  	<input type="checkbox"/>  <input type="checkbox"/>  



STAGE II: Official launch	Completed	In Progress
Prepare for the official launch: <ul style="list-style-type: none"> <li>• decide on a date, time and style for the official launch</li> <li>• create a budget for the event</li> <li>• book venue, and entertainment (if applicable), food and beverage providers</li> <li>• confirm event key contacts</li> <li>• assign roles and responsibilities</li> <li>• finalise agenda and guest speaker/s</li> <li>• send invitations</li> <li>• track RSVPs and send reminders prior to the event date</li> <li>• invite VIPs from local Australian High Commission and local Australian Alumni Association/s to attend if applicable</li> <li>• develop an event program/run sheet</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
On the event day: <ul style="list-style-type: none"> <li>• take high resolution pictures at the event</li> <li>• put up a sign asking for people's permission to use their images in a public forum</li> <li>• have at least one alumni volunteer at the registration desk until the event starts</li> <li>• as guests arrive check their name off the RSVP list and hand them their name tag</li> <li>• relax and enjoy networking and meeting up with alumni and guests</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Post event: <ul style="list-style-type: none"> <li>• evaluation of the event</li> <li>• collect feedback from attendees</li> <li>• send 'Thank you' email to all participants</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
STAGE III: Chapter AGM and elections	Completed	In Progress
Plan Annual General Meeting (AGM): <ul style="list-style-type: none"> <li>• confirm date and time for AGM</li> <li>• book venue</li> <li>• organise a guest speaker or presentation (if applicable) and book in advance</li> <li>• review and check your chapter constitution</li> <li>• make sure those responsible for providing reports at the AGM (as written in your constitution) know they will need to provide a written report in regards to their position at the AGM</li> <li>• prepare nomination forms for vacant committee positions</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Send out invitations and agendas	<input type="checkbox"/>	<input type="checkbox"/>
Election of committee members	<input type="checkbox"/>	<input type="checkbox"/>
Ensure copies of Chapter Constitution and minutes of the previous AGM are available for members	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the annual financial statement and chapter reports are available for members	<input type="checkbox"/>	<input type="checkbox"/>
Hold committee elections to fill any vacant positions	<input type="checkbox"/>	<input type="checkbox"/>
President-Elect is named	<input type="checkbox"/>	<input type="checkbox"/>
After AGM: <ul style="list-style-type: none"> <li>• chapter Chair sends a brief letter to all committee members</li> <li>• confirm date and place for the next committee meeting</li> <li>• minutes of AGM are completed</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



STAGE IV: Sustaining chapter growth	Completed	In Progress
Hold three/four executive committee meetings per year and record minutes	<input type="checkbox"/>	<input type="checkbox"/>
Hold at least three events per year (mid-year, AGM and end-of-year alumni gathering)	<input type="checkbox"/>	<input type="checkbox"/>
Complete and submit the Mid-Year and Annual Report for the USQ Alumni Relations Office by end of June and November each year	<input type="checkbox"/>	<input type="checkbox"/>
Develop activity calendars/timelines six months in advance in January and July each year	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the chapter's membership list is up-to-date	<input type="checkbox"/>	<input type="checkbox"/>
Develop an annual budget for the chapter by the end of November each year	<input type="checkbox"/>	<input type="checkbox"/>
Attend graduation ceremonies organised by USQ or education partners of USQ if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Report regularly to the USQ Alumni Relations Office regarding events and chapter operations	<input type="checkbox"/>	<input type="checkbox"/>
Ensure information on the USQ website, including committee and contact details, are accurate and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>
Communicate regularly with chapter members through: <ul style="list-style-type: none"><li>• email</li><li>• social media</li><li>• event notifications</li><li>• blogs</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

# Alumni Relations Office

**[usq.edu.au/alumni](https://usq.edu.au/alumni)**

@ [alumni@usq.edu.au](mailto:alumni@usq.edu.au)

+61 7 4631 5391

[usq.edu.au/alumni](https://usq.edu.au/alumni)

