



## **UOW Alumni Network Establishing a New Chapter**

Chapters provide the opportunity to stay connected with fellow graduates and the University community. Chapters foster a feeling of pride, success and celebrate a common history.

Chapters can be established in many different forms, whether it be an informal networking group or a formal structure with regular meetings. For example, a Chapter can be an informal networking group that communicates regularly via an email group, or it can be formal in its structure and provide support and advice to alumni and current students.

Please contact the Alumni Relations Manager if you have any questions about getting involved with a current Chapter or establishing a new Chapter.

### **Steps to establishing a Chapter**

1. Contact the UOW Alumni Manager to express your interest. The UOW Alumni Manager will seek approval from the Faculty or University department, if relevant. A University staff member may initiate the establishment of a Chapter but the Chapter committee members must be alumni as defined in the UOW Alumni Network Handbook.
2. Appoint or become the contact person for the new Chapter.
3. Recruit Chapter committee members. The UOW Alumni Network will assist by sending a letter or email to the target audience, outlining the idea and inviting alumni to register. The new Chapter will be advertised on the UOW Alumni Network website.
4. Hold the preliminary meeting(s) where Chapter committee members should resolve:
  - to accept the aims and objectives of the UOW Alumni Network as outlined in the UOW Alumni Network Chapter Handbook document
  - to establish a vision and objectives for the Chapter
  - to list events or projects that the committee members could easily handle with success
5. Forward to the UOW Alumni Network, the minutes of the preliminary meeting with the names of the Chapter committee members.
6. Seed funding may be provided to each new Chapter. This funding may be used as full or partial funding for the planned events or projects. The seed funding proposal should include the Chapters goals, a budget with estimated costs, the specific amount requested from the UOW Alumni Network, and specific amounts available from other sources.
7. Continue to meet as required to reach your Chapter's objectives.