



International Alumni Clubs

UCRAA Mission and Vision

The UCR Alumni Association (UCRAA) serves to preserve and promote the relationships between UCR and all its alumni. Through its various services and programs, the Alumni Association represents alumni and assists the University in its quest for excellence.

International Alumni Clubs

An active, involved, and engaged group of alumni volunteers contribute significantly to the purpose of the UCR Alumni Association and UCR. Alumni volunteers add great value to the Highlander Network through their giving of time, expertise and financial gifts. Alumni Clubs represent UCRAA and UCR, serving as ambassadors in their communities.

Below are guidelines for creating and maintaining international Alumni Clubs that can enhance the reputation of UCR and strengthen the bonds of alumni to their alma mater. Clubs engage all alumni while at the same time building a network that supports UCRAA and the University.

Establishing an International Alumni Club

Running an Alumni Club is an important responsibility and requires the efforts of several alumni volunteers working together to be truly successful. The following responsibilities are the minimum expectations from UCRAA for an Alumni Club.

- Establish a leadership committee of four (4) to six (6) alumni with strong Highlander pride, who will meet regularly, plan activities and events to engage alumni, and support UCR. Club committee members must be members of the UCR Alumni Association.
- The leadership committee should include a Club Chairperson; Executive Vice Chairperson; and Club Secretary. Other Vice Chairs can be created for specific functions such as Events, Student Recruitment, Communications, etc.
- The leadership committee should meet 2-4 times per year for club business and to plan activities and events
- Assist the alumni staff to maintain accurate and up-to-date records of alumni in their region
- Plan and execute at least two (2) events or activities for alumni
- Provide, on a regular basis, an up-to-date committee roster to the alumni staff
- Submit event reports with attendance list to alumni staff
- Provide alumni data updates to alumni staff as appropriate
- Actively promote UCRAA membership at events, in emails, and on online communication channels (website/social) as appropriate
- Actively promote philanthropic support of UCR
- Organize events when UCR senior administrators are visiting the region as appropriate
- Work cooperatively with UCR staff and faculty



International Alumni Clubs

Club Resources

International alumni clubs have access to the following organizational, online, and event resources.

Organizational Resources

- Alumni staff consultation with the running, management, and development of club
- Demographic data on local alumni
- Branded UCR items

Online Resources

- Events posted on UCRAA website, event calendar, and social media
- Select events may be featured in UCRAA email and monthly Highlander Highlights e-newsletter
- Club landing page on UCRAA website with contact information, club description, and links to club social media, as appropriate
- Email communications to alumni within club area to promote activities, events, and volunteer opportunities. Request form must be submitted at least six (6) weeks prior to send date.
- Online registration forms for activities and events, including the ability to accept payment via credit card (in U.S. dollars). Fully completed request form must be submitted six (6) weeks prior to activity/event date.

Event Resources

- Event support materials including nametags, decorations, and branded giveaways (as supplies last). UCRAA will ship internationally materials to designated club committee member up to two (2) times per year.
- Staff consultation and guidance with planning.



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Alumni Programming

Clubs should plan a variety of activities to attract alumni with diverse interests. Below are some examples.

Serve as host group for an event for visiting UCR senior leaders and faculty

Professional Enrichment or Career-oriented

- Industry leader events – showcasing successful alumni or other prominent leaders talking about their industry or leadership
- Networking receptions
- Lunch-and-learn programs featuring alumni or non-alumni leaders
- Mentoring – experienced alumni mentoring young alumni
- Serve as local contacts for alumni new to the area

Student Engagement

- Contact admitted students and their families encouraging them to attend UCR (yield events)
- Participate in UCR sponsored student recruitment events in the area
- Host new student send-offs for students leaving the area to attend UCR
- Alumni-student mixers
- Summer internships

Community Service

- Participate in and organize a service project for annual Highlander Day of Service event in April (<http://dayofservice.ucr.edu>).

Social Activities

- Group dinners at restaurant or private home
- Holiday parties
- Summer picnics or barbecues
- Cultural events – museum tours, concerts or other performances and exhibitions
- Book clubs

Communications

- Establish social media networks for local UCR alumni
- Share news and achievements from UCR and local alumni



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Club Committee Descriptions

Below are suggested position descriptions for committee members. Not all positions listed are required but each club should have at least a Chairperson, Executive Vice Chair and Secretary. Many of the positions can be shared (and some cases should be shared, i.e. Vice Chair Events, Student Recruitment, or Communications).

Chairperson

- Maintain contact with alumni staff
- Provides strategic leadership, sets priorities, and delegates tasks
- Manages club committee and convenes and presides over committee meetings
- Leads efforts to recruit other alumni volunteer leaders and identify possible successors
- Reports annually to the alumni staff on events and activities of the club

Executive Vice Chair

- Assist the Chairperson with organization of the club and its activities
- Assists in efforts to recruit other alumni volunteer leaders and identify possible successors
- Serves as the Chairperson in his or her absence

Secretary

- With the Chairperson creates and circulates meeting agendas and notes
- Records notes of committee meetings
- With the Chairperson, prepare and submit to alumni staff annual report of club events and activities

Vice Chair Membership

- Respond to alumni interested in club activities or committee service
- Promotes UCRAA membership at activities and events
- Provides regular updates on alumni contact and professional information to alumni staff

Vice Chair Communications

- Creates, maintains club's social media presence
- Takes photos at events and activities to share on social media
- Works with alumni staff to request email communications for events and activities



International Alumni Clubs

Vice Chair Events

- Plans and coordinates event logistics including date, location, catering, program, speakers, registration, set-up, and nametags
- Secures event sponsors as necessary
- Manages event volunteers
- Serves as primary contact for event
- Following event provides to alumni staff attendance lists and alumni contact information for update
- Provides regular updates on alumni contact and professional information to alumni staff

Vice Chair Student Recruitment

- Works with UCR staff to coordinate student recruitment efforts locally
- Recruits and orients alumni volunteers
- With UCR staff plans student recruitment events
- With UCR staff serves as local contact for students