



## Millikin Regional Alumni Contract

## Club Leadership Team

By agreeing to join the Millikin University Alumni Association Leadership Team in your region, you are agreeing to a minimum **two-year** commitment\* of the following:

1. Represent Millikin University and your Regional Alumni Club positively in all communication and actions.
2. Organizing 3 to 5 diverse experiences a year for the alumni in your region (please note modifications due to the pandemic at [millikin.edu/alumni-friends/get-involved/join/regional-clubs](https://millikin.edu/alumni-friends/get-involved/join/regional-clubs))
3. Fostering alumni connections in your region through social media, email, phone calls, etc.
4. Assist in the brainstorming, planning, development, and implementation of the Regional Alumni Club events.
5. Attend events and meetings coordinated by the leadership team and co-chairs of the Regional Alumni Clubs Leadership team.
6. Assist in the creation of annual goals and yearly outcomes to share with the Alumni Association and Millikin University Alumni and Development office.
7. Refrain from using the Millikin Regional Alumni Club for purposes of promoting private enterprises, including political and religious views.

*The expected commitment to join the Leadership team, may be 3-4 hours/month*

If you agree to be one of the co-chairs of your Regional Leadership Team, you are agreeing to a **two-year** commitment of the following:

1. Represent Millikin University and the Millikin Regional Alumni Club positively in all communication and actions.
2. Conduct and schedule regular Alumni Club Leadership Team meetings and operations within your region.
3. Oversee responsibilities of all Alumni Club Leadership Team volunteers
4. Facilitate the creation and development of a planning calendar of annual events and program offerings that is advertised to regional Millikin Alumni
  - a. Calendar should include one "New MU Neighbors" (welcome to the region) event for all recent Millikin Graduates

5. Serve as the primary liaison(s) to the Alumni Association by participating in a collaborative quarterly Zoom meeting as a non-voting member of the Regional Alumni Club Committee of the Alumni Association.
6. Serve as the primary point of contact for the Regional Alumni Club listed on the Millikin Alumni and Development website with a willingness to communicate efficiently
7. Lead the efforts in recruitment, welcome, and training new Leadership Team members
8. Help to nominate and train the replacement Co-chair position during the second year of the position
9. Continue to serve on the Alumni Club Leadership Team at least one year after concluding the Co-Chair

*The expected commitment to join the Leadership team, may be 4-5 hours/month*

By signing below, you agree to the above commitment, along with the Volunteer Confidentiality Agreement outlined below:

I, \_\_\_\_\_, understand and acknowledge that as part of my volunteer service with the Millikin University Alumni & Development office, I may work with and have access to private and/or confidential information about the University's alumni, parents, friends, employees, and/or current students. I hereby agree not to disclose any confidential information belonging to the University of this office to any person or entity, unless the University has authorized this disclosure. I will keep all information confidential both during and after my volunteer service. I agree to demonstrate professionalism, good judgement, to avoid any unauthorized or inadvertent disclosures of confidential information. I further agree that at the conclusion of my volunteer service, I will return any and all documents, papers, and other materials that contain confidential information that I may have in my possession and will delete and/or destroy any files that are in electronic format.

\_\_\_\_\_  
Signature of Regional Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President of Alumni Association Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson of Regional Groups Committee

\_\_\_\_\_  
Date

\*Resignation of term will be dependent upon a replacement by your Regional Groups Leadership Team

## Chartering of a Regional Group

Once a leadership team of 3-5 volunteers in your region has been established the following set of events will take place in order to charter a new Regional Group in your location:

1. The desire for a new regional group to be established in a location with a leadership team in place will be voted on during the next scheduled Alumni Association All Board Meeting. The following criteria will need to have been met for consideration of support by the Alumni Association Board.
  - a. achieving critical mass in the regional area (critical mass is defined as 50 alumni with contact information on file)
2. A Certificate of Charter will be developed and presented to the new Regional Group for digital distribution.
3. Announcement of the new regional group charter will be fostered with the following ideas in mind:
  - a. Membership cards and announcement mailing for all Millikin Alumni who would be in the correct geographical region to be a member of this group.
  - b. Press releases from Millikin's office of Marketing and Media Relations to all local media outlets announcing the new founded charter.
  - c. Announcement of the chartering of this new Regional Group in upcoming online & print publications from Millikin.
4. Decide which two members of the Regional Club Leadership Team will be co-chairs and provide their contact information to the co-chairs of the Alumni Association Regional Clubs Committee Chair.
5. Release of Excel spreadsheet to the co-chair(s) of the Regional Leadership Club with a list of Millikin alumni in your region to help facilitate your efforts to establish and network with alumni in your region.
6. An initial Zoom conference meeting of the newly developed leadership group with the chairperson(s) of the Alumni Association for introductions, to answer questions, and offer guidance into the establishment of this new charter.
7. Plan your minimum of three events annually and market to your regional Alumni.
  - a. Stay in contact with your Alumni Association Chairperson(s) to let them know:
    - i. what events you have planned and when
    - ii. where your swag bag of MU marketing materials can be sent prior to your event
    - iii. provide a final list of attendees, photos, and relevant information after the event has taken place.
8. Actively participate in a Quarterly Zoom meetings of the Regional Groups Committee of the Alumni Association:
  - a. There will be an hour-long meeting in February, May, August, and November of each calendar year