

Concordia St Paul University
Alumni Council
Membership Committee - Recruit,
Onboard and Retention

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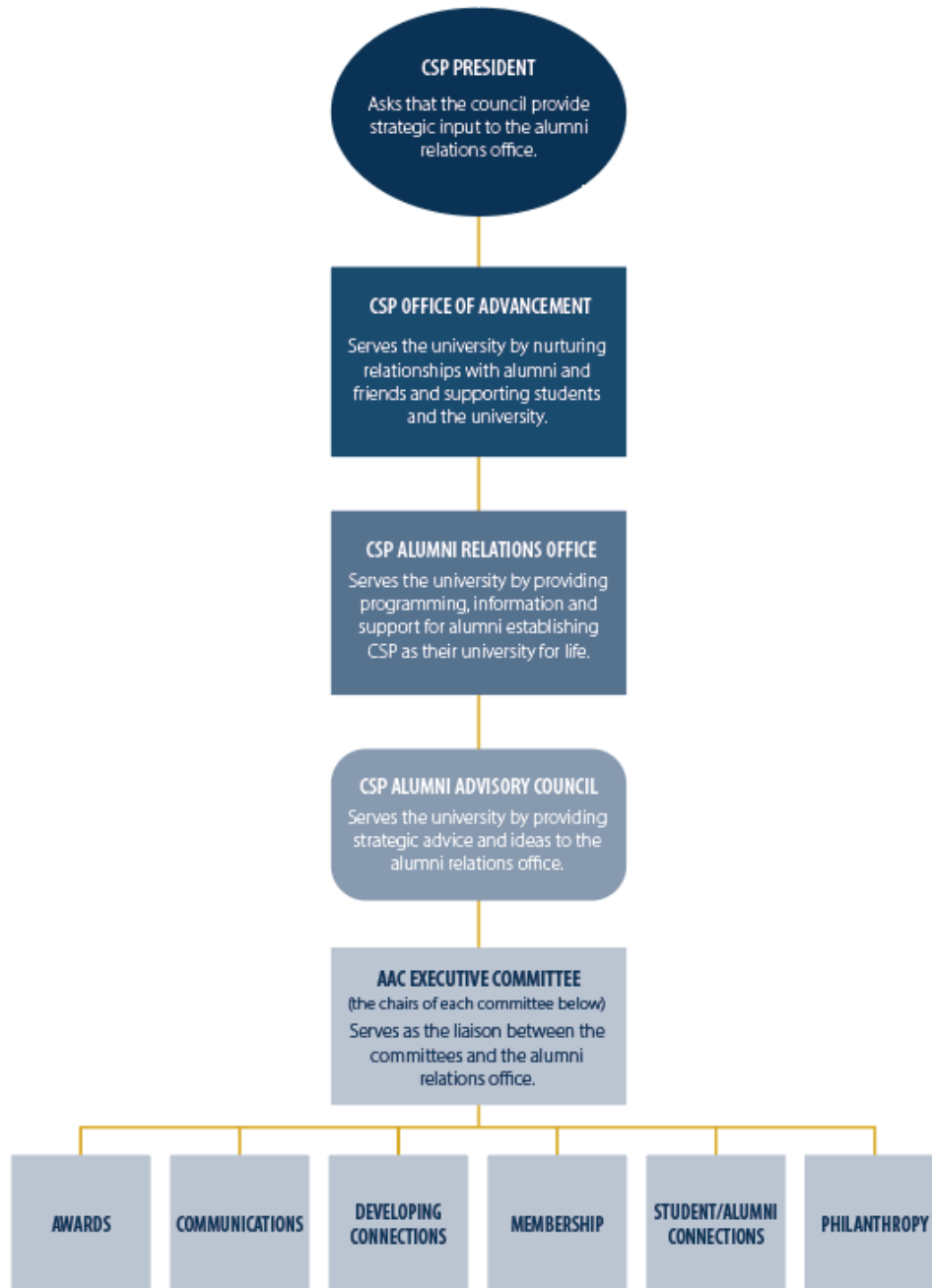
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CONCORDIA UNIVERSITY, ST. PAUL | ALUMNI ADVISORY COUNCIL LEADERSHIP ORG CHART



CSP Membership Committee Process Document

Council Mission & Goals and Expectations

The purpose of the Alumni Advisory Council is to create mutually beneficial partnerships between Concordia St Paul, its alumni and current students, and to promote the mission and promise of Concordia University, St Paul.

We are looking for alumni and current students to partner with our efforts on the Council through one of seven committees. Alumni and students from all backgrounds and skill sets are desired and the primary qualification is an eagerness to support CSP and its students and alumni. Members can participate on the council committees via face-to-face or virtual transactions.

Member Qualifications:

- Be an alum of Concordia University, College (prior to 1997) or Academy (prior to 1972) or a current student
- Demonstrate eagerness to support CSP and its students and alumni
- Express interest or have experience in one or more of the following areas: achievement (peer, performance, accomplishment, affiliate, associate) recognition, communications, mentorship, strategic planning, team leadership or volunteer management
- Have willingness to connect CSP, the Alumni Advisory Council or other groups within CSP to resources, opportunities and people in a mutually beneficial relationship
- Be available to attend committee meetings (in-person or virtually) and summer kick-off event (in-person), and provide meaningful insight and input at committee meetings and with other committee work and activities
- Desire to connect with CSP students and alumni to foster and strengthen personal relationships with one another and the University

Member Responsibilities:

Represent Concordia University, St. Paul in a positive and enthusiastic way, at meetings, events and in the community

Serve on a committee each year and fulfill the purpose of selected committee's plan

Actively participate in the summer kick-off event and scheduled committee meetings

Attend one university event or activity and volunteer at one Alumni Association event or activity each year (in-person or virtually)

Continually seek to improve the functioning of the Alumni Advisory Council to ensure it is supporting the mission and promise of Concordia University, St. Paul

Support Concordia University, St. Paul financially on an annual basis (Student members are encouraged but not required to uphold this responsibility)

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Membership Committee Recruiting Actions and Timeline

July 15: Onboarding/Welcome email sent out to new committee members from Committee Chairs

August:

(Usually end of August) Alumni Council Kick-Off and Break-Out Sessions

Sep – December:

Sep 15: Solidify upcoming calendar for Membership Committee meetings and recruiting plan

Sep 30: 1st meeting (after Kick-Off) completed and project work assigned to members

Oct 15: 45 day “Connection Check” with Chairs on any member issues AND 45 “Connection Check with Chairs to members to field questions, check-in and assist with issues to help with retention.

Nov 1 – Dec 1:

Wrap up projects, complete 2nd meeting

Align with Alumni Office on survey creation, revisions and confirm timeline.

Align with Alumni Office on alum and student recruitment for upcoming year – set dates for advertising, opening applications, and student recruitment and interviews on campus.

Jan – Feb:

Jan 15: Final revision of Alumni Survey, and send out by Jan 20 from Membership Committee, with deadline for responses Feb 5.

Jan 15: Connect with all Chairs directly for committee needs, attrition and capacity to align forecasting and selection for each committee.

Jan 20: start advertising for Alumni

Feb 1 – March 15: Open Alumni applications Feb 1 – March 1

Feb 1 – Mar 1: Open Student applications, timing it so we can get on campus to interview and get on campus to recruit

Feb 10: Use survey data to align needs for recruitment and prep onboarding for summer

Feb 10: Start advertising for alum and students

Mar – Apr:

Mar 15: Work with Membership members on any deferred applications so we reach out to them as well

Mar 20: Review application list for recommendations on alumni and students and placement with Alumni Office.

Mar 20: Begin process of dividing alumni applications and scheduling student interviews; deadline for all interviews April 15 so we can do selection

April 15: Selection meeting

April 16: Review selections with Alumni Office

May:

May 1: Present to Exec committee

May 5: Membership follow up with selected and non-selected members (email templates, copy Alumni office on all emails)

May 15: Wrap up year; prep for onboarding process in August

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Process Documents

All Process documents, information on the Council and membership actions are located on the Membership google.docs site. This site was created and is maintained by the Alumni Office and active members of the Membership Committee, to document meetings, update process, templates, and other materials as needed for the Membership committee.

Onboarding and Retention

Onboarding:

Key Segments Council Members should know:

1. CSP Org Chart for Council and how our work matters
 - a. What do we do for the Council?
 - b. How are our projects chosen and what happens with the work we do?
2. Connections with Chairs
 - a. 30 days prior to Kick-Off
 - b. 45 days after Kick-Off
3. Technology we use and how to access/use it (can be very general review and based on what each Chair uses for their teams).
 - a. Google docs
 - b. Virtual meetings
 - c. Other technology

Retention:

1. Membership checks in with Chairs on how their committees are holding up (every two months).
 - a. Membership then reaches out to member that is not attending to determine issue and if they will stay on Council, etc.
 - b. Informs Alumni office
2. Chairs can reach out to Membership directly, copying Alumni Relations office, with any issues as needed and we can address with support of Alumni office.
 - a. Any formal communication to ask to step down from the Council will come from the Alumni Office
3. Connections with Chairs (see above in onboarding) – also will support retention.
4. Survey and survey results – use results to boost onboarding and address any issues with committees, chairs, work or other issues, with support of Alumni Office.
 - a. Will support retention as a source of communication and action.

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Frequently Asked Questions

WHAT WE ARE:

The Office of Alumni Relations is looking for members to help support Concordia University – St Paul through the Alumni Advisory Council, and organization that meets the continuously changing needs of our Alumni Association. We are currently looking to add members for the 2022-2023 cycle, which will begin with a Kick-Off event in August 2022.

The purpose of the Alumni Advisory Council is to create mutually beneficial partnerships between Concordia St Paul, its alumni and current students, and to promote the mission and promise of Concordia University, St Paul. We are looking for alumni and current students to partner with our efforts on the Council through one of five committees. Alumni and students from all backgrounds and skill sets are desired and the primary qualification is an eagerness to support CSP and its students and alumni. Members can participate on the council committees via face to face or virtual transactions.

Committees on the Alumni Council:

Executive (comprised of Chairs of each Committee)

Athletics

Awards

Communications

Developing Connections

Student Alumni Connection

Philanthropy

Membership

FAQ:

1. How are members selected and why do we interview and are chosen rather than getting involved because we want to volunteer?
 - a. We value our alumni and their interest in supporting the University. Our council is a working council, providing actions and recommendations to our Advancement office as it relates to their actual operating strategy. We look for specific skills and time commitments for each of our committees and want the placement for this work to be mutual. If you cannot commit to the Council, but are still interested in other ways to serve, we can connect you to the Alumni Relations office, which is always looking for volunteers.
2. What are the benefits of being on the Council? (detailed list available [here](#))
 - a. Benefits of being a Council member include:
 - o Skill development in areas of leadership, managing collaboration, marketing, public relations and strategic planning.
 - o Opportunities to network on behalf of a nationally ranked liberal arts institution of higher education.
 - o Potential for Continuing Ed opportunities.
 - o Discounted opportunities at events and in the CSP bookstore

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- o First knowledge of campus information from the Advancement Office and the Office of the President
3. Do we meet virtually or face to face?
 - a. The majority of meetings is done in a virtual format, so we can connect and engage with members at various times and locations. We do have a large group, face to face Kick Off Meeting in August, which we hope all members can attend, but also have virtual capacity for that attendance as well.
 4. How long are the terms of service?
 - a. Each member commits to a two year term, with the option to remain for two additional terms, or a total of 6 years.
 5. What if I don't like the committee I am on?
 - a. We ask you to serve out the year on that committee, and then, via our Alumni Survey, let us know which committee you wish to move to, and we can accommodate that for the upcoming year?
 6. What if I decide I would like to Chair a committee after I get on the Council?
 - a. If you would like to Chair a committee, please share that information with the Alumni Relations team and Chair of the Membership Committee and we can consider aligning that for the upcoming year.
 7. What if I decide that the commitment doesn't align for me?
 - a. We respect that people have a life and things can happen that make changes. If you cannot continue to serve, just let the Alumni Relations office know, and we will make the changes as needed.
 8. What are the time commitments?
 - a. Each committee is structured a little differently in timelines for their work, and how they meet. On average, you can expect 3 1-hour meetings in addition to the kickoff. Occasionally there may be an hour or so of meeting prep work.
 9. How do we know what we are working on?
 - a. Our Alumni Relations team works with the overall Advancement office. They choose tasks for us to work on during the course of the year. We provide feedback and data that is crucial for the Alumni Relations office to use to further the advancement of CSP and our alumni and student relationships. You can consider us the "think-tank" of CSP, the way to connect and understand where our alumni and students are coming from and how we can impact them and vice versa.