

The first meeting

What is the purpose?

The first meeting is critically important. It is a chance for interested alumni to get to know each other and build rapport. It is also a chance to identify skills, interests and resources that various members have. By the end of the meeting you should have a clear idea of what the chapter will be about, an interim committee who will guide the chapter through the approval process, and a completed *USQ New Chapter Application Form*.

Some planning tips

- Ask everyone (usually via email) for suggestions on the most convenient time for a meeting, such as lunchtime or evening, weekday or weekend, etc and try to select the option that suits most people.
- Set an agenda in advance and distribute it prior to the meeting, especially if you require input from those attending.
- Let people know if there is a cost involved, such as if the meeting is held in a restaurant or cafe.
- Tell the USQ Alumni Office of the meeting time at least one week prior so that alumni on the USQ database can also be invited.
- Have a sign-in sheet at the door so that attendees can leave their name and contact details.
- Allow at least 10-15 minutes of social time at the start of the meeting so that members can get to know each other.

Discussions and decisions

The following items may be discussed or decided at the first meeting:

- the name of the chapter;
- the objectives and types of activities of the chapter;
- the appointment of a temporary committee (including Chair, Deputy Chair, Treasurer and Secretary) to organise the chapter until elections are called;
- someone nominated to arrange the next meeting (should be within 2 months);
- some ideas about funding the chapter's activities, such as whether or not to charge membership fees; and
- the USQ New Chapter Application Form.

We can help

Let us know if you would like ideas from other chapters or any assistance with completing the application form.

Contact us

E: alumni@usq.edu.au

T: +61 7 4631 5340

W: www.usq.edu.au/alumni