CHAPTER GUIDELINES

Across the country and around the world, the EAA’s regional chapters connect Emory alumni to the university and to each other. Our chapters are volunteer led and volunteer driven, so our chapter leaders and volunteers are essential in fostering a sense of community that ignites new friendships, opens doors for fellow alumni, and creates a strong Emory network in their hometowns.

Interested in starting a chapter in your city? Talk to the staff liaison for your region about what makes the most sense for you. Below is an outline of the recommendations and the scope of activity for alumni chapters — however, keep in mind that each chapter is unique!

ACTIVE CHAPTERS

Any chapter with regular local activity is considered an active chapter. Active chapters are most successful in areas with greater than 1,000 alumni, although volunteer interest ultimately determines the success of the chapter. (Geography and demographics play a role as well.) All active chapters are asked to:

- Submit a proposed annual plan and request for resources
- Represent local volunteer interest
- Maintain online presence and regular chapter communications through official chapter Facebook group and group emails
- Participate in annual webinar and in-person training
- Participate in quarterly regional best practice sharing
- Assist in ongoing volunteer identification and recruitment
- Communicate regularly with staff liaison and adhere to chapter policies and deadlines set by the EAA and the university

As a general rule, chapters with 1,000-2,000 alumni are considered small chapters, and those with over 2,000 alumni are considered large chapters (geography, demographics, and volunteer interest play a role as well). Expectations for small and large chapters are (continued on next page):
SMALL CHAPTERS

- Maintain a board of a president and at least one additional volunteer
- Coordinate appropriate participation in one to two core programs
  OR
- Coordinate additional local activity as appropriate

LARGE CHAPTERS

- Maintain a board of a president and volunteer leads for each core program
- Coordinate appropriate participation in all core programs
  AND
- Coordinate additional local activity as appropriate

AMBASSADOR CHAPTERS

An ambassador chapter may be formed in any area regardless of size, with a single volunteer serving as a local representative for their region.