

PACE UNIVERSITY ALUMNI ASSOCIATION

REGIONAL ALUMNI CLUB HANDBOOK



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Thank you for your interest in Pace University's regional programming! The Regional Clubs are part of a larger Pace alumni body, called the Alumni Association. Formed in 2021, the Alumni Association creates a space for alumni to engage with each other, current students, and the University to enrich the alumni experience. Alumni will build community, celebrate Pace, and share innovative ideas to move the University forward. Through programming and volunteer opportunities, the Association provides a home for alumni where they can support and strengthen their affinity to the University.

Overview

What is a Regional Alumni Club?

A Regional Alumni Club seeks to connect Pace alumni and friends living or working in a specific geographical area. Especially when access to a Pace campus is limited, these Clubs provide opportunities for alumni to engage with each other through a variety of events and programs and build community around their shared experience. Examples of these opportunities can include Happy Hours, topical presentations by Pace alumni or staff, networking events, and community service outings.

In certain cases, it makes more sense to coordinate an introductory event before launching a Club. We want to hear from you if you think this is a great idea for your area! [Please submit this form](#) and we'll be in touch ASAP. Read on from Section B to learn how to proceed with this option.

This handbook provides further details and requirements for developing a Regional Club, with support from the Alumni Association.

SECTION A

Why Have a Regional Alumni Club?

The goal of a Regional Alumni Club is to create Setter connections in the cities in which Setters live. These are "ground level" groups and they would not be possible without you! Additionally, a Regional Alumni Club:

- Creates a medium through which alumni can reconnect with each other around shared experiences;
- Increases opportunities for alumni to get involved and meet other Pace alumni;
- Promotes leadership;
- Fosters a sense of community within the Pace alumni population; and
- Supports a culture of philanthropy for the University.

There is a strong connection between the Regional Clubs and the University. The Office of Alumni Relations has a dedicated resource to support the Regional Clubs and their programming.

How Are They Structured?

It is our goal to develop Regional Alumni Clubs in a variety of states across the country, based on alumni population and interest. *We want you, the alumni, to let us know if you'd like to initiate alumni activity in your area!* We will work with you to determine the viability of either a full Club approach or an introductory alumni event. Should a full Regional Alumni Club be suitable in a specific area, a Chapter Chair and ideally, two additional volunteer leaders such as a Communications Chair and Events Chair will be necessary to manage the Club and its programming, with the assistance of the Alumni Relations team.

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Expectations

To launch a fully formed Regional Club, the Alumni Association has established the following expectations:

- **Volunteers**
 - The Chairs will work with the Alumni Association staff to identify volunteers who can help with programming. Additionally, the Club leadership and the Association staff will work together to promote the Club and its events.
- **Programming**
 - Each Club will host a goal of three events per fiscal year (July 1 – June 30) such as one social event, one presentation/network event, and a third option such as a virtual event, a holiday event, or a community service event. There is room for each Club to scale up its number of events based on alumni interest and participation.
 - The Club leadership will serve as the regional coordinator in planning, communicating, and hosting the events in partnership with the Alumni Association, which will provide promotional and logistical support as needed.
 - Clubs will provide updates to Alumni Relations on how things are going in their region including: recent events, upcoming events, and any help needed.
 - Events should not overlap with major annual University planned events - e.g., Homecoming Weekend, Reunion, and the annual holiday party. [See events calendar.](#)
- **Membership Maintenance**
 - The Club should actively recruit more alumni to join and to identify potential leaders.
- **Leadership**
 - Each Club will have a Chair and, depending on need, a Co-Chair who will be expected to participate in quarterly online meetings with their counterparts across the county.
 - As the program scales up, one Club Chair, representing the Regional Clubs overall, will serve on the Alumni Association Leadership Council and participate in its quarterly meetings.
- **University-Sponsored Events in Your Local Region**
 - Periodically, the University will host University-sponsored events in your region. These events are typically planned by the University. The Regional Clubs are expected to support these events. Oftentimes, the Regional Clubs play an important role in promoting the event.
- **What Regional Clubs Can Expect from the University**
 - Event promotion including email communications, website listings, social media.
 - The creation of a registration form and payment portal (if payment is required for your event).
 - Budgetary support as determined.
 - Additional items that may arise.

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SECTION B

Hosting a Singular Regional Event

For an introductory or unique regional event, the Alumni Association has established the following expectations:

- **Volunteers**
 - At least one to two volunteers must be willing to spearhead the event including providing input on what kind of event they're interested in hosting and available options.
- **Programming**
 - Sample events include a happy hour, a holiday gathering, a family outing such as a sporting event, or a visit to a cultural institution.
 - Events should not overlap with major annual University planned events - e.g., Homecoming Weekend, Reunion, and the annual holiday party. [See events calendar.](#)
- **What Regional Clubs Can Expect from the University**
 - Event promotion including email communications, website listings, social media.
 - The creation of a registration form and payment portal (if payment is required for your event).
 - Budgetary support if possible.
 - Additional items that may arise.

SECTION C

The Pace University Alumni Association adheres to the [Guiding Principles of Conduct](#) | Pace University New York set forth by the University, specifically that members of the University community are responsible for fostering and maintaining respect for the dignity and uniqueness of one another.

Thank you for your interest in being a part of the Pace Alumni Association's regional programming! Below is our team's contact information - we are happy to discuss all of the opportunities available to you and your fellow alumni in your region.

Resources

Office of Alumni Relations

One Pace Plaza, New York, NY 10038

www.pace.edu/alumni

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Phone: 1-877-8ALUMNI

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