

Setting-Up an IE Alumni Club

When creating and growing an Alumni Club, take time to reflect on the objectives of the club, communicate these clearly, and develop a roadmap that engages the members in co-creating the vision.

The basics:

1. First of all, you should define the idea and the objectives of the suggested club. Make sure that the purpose of the suggested club does not duplicate those of any club that already exists. If there are common areas, we would recommend you to contact the coordinators of the existing club and look for opportunities of cooperation with them instead of creating a new club.
2. Consider that you should carefully revise the list of existing IE Clubs provided in clubs.ie.edu.
3. Once you are sure of that your interest area is not yet covered by any club at IE, you should fill in NEW CLUB PROPOSAL form and send it to the Global Alumni Relations (Maria de Molina, 6. 28006 Madrid or by email: alumni@ie.edu)

In order to create a club you need:

- Critical mass of alumni
- A Board of Directors
- Clear objectives for the club outlined in a mission statement

For IE Alumni Geographic Clubs:

To ensure a critical mass of alumni participants in a club, we require a minimum local alumni base of 100 alumni. In regions where the number of alumni is not very high, we may consider exceptions to this guideline, pending discussion and approval by the Global Alumni Relations.

For other types of clubs:

The minimum requirement of alumni interested in creating or being part of a club is of 15 members.

Board of Directors:

The Board of Directors must be made up of a minimum of two members and/or a maximum of 5 (including President and Vice-President). The ideal Board Structure is one in which each members has a clear outline and understanding of his/her responsibilities from the onset. We encourage the Board of Directors to devise these in line with the objectives of the club (see document on Governance).



What is required to complete the registration process?

- Contact Global Alumni Relations
- General information about the club, its proposed objectives, and estimated membership count.
- Contact information for the Board of Directors, including full name and email address. Please note that Global Alumni Relations will contact the proposed Board of Directors to confirm their willingness to participate in the creation of the club.
- A list of the minimum number of individuals required to create a club, including full name and email address so we confirm their desire to participate in the club.
- A draft of the club mission & objectives during a 2 year term (highly recommended) to help the Board of Directors reflect on how to create a successful and sustainable club.

Mission Statement and Club Code

Successful clubs have committed leaders (Board of Directors) that take a an active role in creating a calendar of engaging activities that get the community excited about wanting to participate and contribute as volunteers in the delivery of the event calendar.

The following is an outline of the standard information that can be featured in a draft mission statement. The objective is to cover these topics in a simple, clear and concise manner.

- The name of the club
- Purpose, aims, functions of the club
- Proposed best practices for club leadership members

- Board of Director (titles, term of service, how and when elected)
- Volunteers (specify how members of the clubs can help in achieving the goals of the club through contacts, expertise, etc.)
- Meetings (frequency, ensure accountability amongst the leadership team). Global Alumni Relations advises important as establishing a routine of meetings amongst the Board of Directors to keep the momentum of the Club going. If a Board Member cannot attend a meeting, they should arrange to send someone in their place to ensure the commitment to meet is taken seriously.

A proposal will be approved if it:

- Embraces the values of Global Alumni Relations and IE.
- Agrees with IE Clubs' objectives.
- Does not duplicate purposes of existing clubs at IE.
- Does not conflict with the rules provided in our guide or IE Ethics Code.

More information:

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Find us at:

- Web: www.ie.edu/alumni
- Blog: ideas.ie.edu
- Email: alumni@ie.edu
- Facebook Page: www.facebook.com/IEAlumni
- Twitter Account: <http://twitter.com/IEAlumni>
- LinkedIn Group: IE Alumni – Official Group