

How to launch a chapter

Mission

The mission of the chapter must be in line with the mission of the Graduate Institute, which strives to promote international cooperation and make a contribution to the progress of developing societies. More broadly, the Institute endeavours to develop creative thinking on the major challenges of our time, foster global responsibility and advance respect for diversity.

Critical Mass

A chapter is constituted by a group of alumni from the Institute. When too few alumni are available to create a chapter, the Institute will identify an “ambassador” who will act as the contact person in the region.

Steps

1. Gather the alumni

The success of a chapter hinges on the alumni’s level of involvement.

Chapters are essentially a group of alumni whose close geographic proximity enables them to support and contribute to the Graduate Institute’s projects in a given region.

In order to ensure the long term sustainability of the chapter, the Association Committee recommends that you gather a community of around a dozen people who are interested in joining or joining the chapter.

Ask the Alumni Office to provide you with a list of alumni in your region, edit the information you get if possible, and contact your fellow alumni for a first get-together!

In case you choose to communicate through mass emailing, please ensure that everyone is blind copied.

2. Set your goals

Once you have formed a group of motivated alumni, you should start to think about the long term goals of your chapter. A couple questions you may want to take into consideration are:

- What do we want to accomplish as a chapter? What is your mission?
- What kind of activities do you want to engage in (ex : representing the Institute during student higher education forums, offering internships and jobs, organising conferences or events – with or without other chapters, networking)
- Where do you see your chapter two years from now? Five years?

Do not hesitate to contact other existing chapters for advice and inspiration.

3. Apply to be approved by the Committee Association

Once you have agreed on the long term goals of your chapter, submit your ideas to the Association Committee (via the Alumni Office) for approval.

4. Ask for a @graduateinstitute email and a page on the Alumni website

A couple days before the formal launch of your chapter, ask the Alumni Office for a XYZchapter@graduateinstitute.ch address as well as a page on the Alumni website under the « chapters » section.

5. Promote your existence !

All done! You can now go ahead and launch your chapter, promote it through the news section on the Alumni website as well as through alumni social networks (Facebook, LinkedIn, Twitter). You can also ask the Alumni Office to help your communications (sending invitation, layout, yearly new list of alumni, getting paper copies of Globe – the semestrial review of the Institute, etc.).

If you would like to contact the Swiss Embassy of your country of residence to organise a reception, please get in touch with the Alumni Office. Such events are usually organised by the Director of the Institute when he is visiting a particular region.

Budget

If a Professor who is in your region is invited to one of your events, the Institute can help cover the costs of his participation, so long as he/she notifies the Alumni Office beforehand of his/her intention to partake in this event.

Other

If you have any other suggestion or wish to get some support from the Institute for the organisation of your chapter, please contact the Alumni Office.