

## "César Ritz" Colleges Alumni Association

### Purpose and duties of "César Ritz" Alumni Chapters

#### What is an Alumni Chapter?

A "César Ritz" Alumni Chapter is a group of alumni who wish to network with other graduates of "César Ritz" Colleges (CRC) for personal or professional purposes, such as:

- friendship (keeping in touch with classmates);
- making contact with people who have similar professional interests;
- strengthening relations between alumni, CRC and the hospitality industry;
- actively promoting CRC Switzerland.

#### Who can be a member of a Chapter?

Membership is open to any student who has successfully completed a programme offered by Institut Hôtelier "César Ritz" or University Centre "César Ritz" in Switzerland, (or the former Swiss Hospitality Institute, International College of Hospitality Management "César Ritz" in the United States of America, Hotel School Alpina, Hotel School Zillwald, or the International College of Hospitality Administration in Switzerland), or another "César Ritz" programme offered at affiliated schools abroad.

#### How is an Alumni Chapter established?

A CRC graduate who wishes to create a Chapter may submit a request to CRC via the Alumni Network Office, provided that he or she is backed by at least five other alumni living in the proposed region who are interested in becoming active members, and that no other Chapter already exists in the area.

#### *Steps to be taken:*

1. The interested graduate contacts the school and proposes the establishment of an Alumni Chapter.
2. He or she contacts alumni living in the region to ensure that at least five alumni are interested in becoming active members (the Alumni Network Manager can provide a list of graduates in the area).
3. A Chapter President will be appointed by CRC Switzerland. The Chapter President may then appoint a Vice-President and a Secretary.
4. The new Chapter then organizes an inaugural alumni reunion in the region (the Alumni Network Manager or a CRC representative can help contact graduates in the area).

### **Some benefits of Chapter membership:**

- Invitations to Chapter reunions and events.
- The possibility of attending alumni reunions held in other parts of the world, as well as the Annual Alumni Reunion in Switzerland.
- Networking, social benefits and other opportunities offered by relations between Chapters.
- The opportunity to attend career fairs organized by CRC.
- Use of the Career Services at CRC Switzerland, which can facilitate contacts between alumni looking for employment and alumni wishing to employ CRC graduates.
- An Internet platform (a web page for each Alumni Chapter) provided and maintained by CRC on its website [www.ritz.edu](http://www.ritz.edu).
- Assistance from the librarians of CRC Switzerland for academic and professional research.
- Access to the results of research conducted as part as BIB/MBA industry projects and MSc dissertations at University Centre "César Ritz".
- A free alumni magazine delivered by post.
- A life-time "ritz.edu" e-mail address.

### **How can Chapters assist CRC and the Alumni Network Office?**

#### **A) What we expect from Chapter Presidents:**

- Friendship: the organization of at least two alumni reunions per year in the region, open to Chapter members and all alumni in the area.
- Articles and photos illustrating alumni reunions held in the region.
- Information about forthcoming activities so they can be advertised on the school's website.
- The drawing up and keeping up to date of a list of Chapter members providing:
  - members' details: changes of address, career information and moves, professional and personal successes, any other news;
  - news and/or photos of members and any other information that might be published in the alumni magazine or on the school's website (alumni Chapter pages).
- Career networking and efforts to:
  - provide contacts in the hospitality industry with the names of CRC alumni looking for career opportunities in the region;
  - obtain information about vacancies and career opportunities that might be of interest to members of the Alumni Association.
- Help for alumni returning or moving for the first time to the region, including:
  - advice and assistance for those starting their career in the region;
  - support and encouragement for their integration into the Chapter and their active participation.
- Promotion of the good reputation of CRC Switzerland, including actively encouraging potential students to enrol at CRC.
- Provision of any information that might be required by CRC applicants.
- Assistance to CRC representatives during fairs and promotional seminars in the country, if required.

**B) What we expect from Chapter members:**

- Active participation in Chapter activities.
- Up-to-date information regarding their personal details and career moves.
- News, such as career information and professional and personal successes, that might be used in the alumni magazine or on the website.
- Dedication and pride in sharing friendship with other members and representing and promoting the spirit of CRC.
- In their capacity as ambassadors for CRC, promotion of the schools within the hospitality industry and to other interested parties.