
Role Description: Alumni Council Deputy President (Voluntary position)

14 August 2017

Alumni Relations at the University of Sydney

The University of Sydney is a large and diverse institution with a broad range of disciplines. We thrive on the strong shared identity that binds us together as a community, and it is this identity that shapes our strategic vision.

Our mission is to create a mutually beneficial Alumni Relations program that will strengthen and engage the alumni community and support the University's vision for years to come.

The Alumni Council

Alumni Council members are members of Convocation. The role of the Alumni Council is to:

- Support the University and its faculties in their endeavours to grow alumni engagement across the University community;
- Effectively facilitate connectivity between alumni, the University community and its stakeholders;
- Provide opportunities for alumni to develop a lifelong connection with the University, commencing when a student enters the University.

Volunteer Role Title	Alumni Council Deputy President
Purpose of the position	To lead, represent and engage alumni in the life of the University of Sydney and act as Alumni Council President when the Alumni Council President is absent.
Location	The University of Sydney, Camperdown campus
Hours	3-10 hours per month (approximately)
Key contact	Alumni Council President, Director, Alumni Relations and Manager, Alumni Programs
Principal duties and responsibilities	<ul style="list-style-type: none"> • Act as Alumni Council President when the Alumni Council President is absent. When acting as Alumni Council President the Deputy President exercises the same authority and has the same duties as the President. • Encourage and participate in mutually beneficial alumni and student engagement programs such as mentoring, coaching and Welcome to Sydney programs • Review and provide advice on current or proposed Alumni Charter • Attend and actively participate in Alumni Council meetings (one Strategic Planning day and four Council meetings per annum)

	<ul style="list-style-type: none"> • Participate in and/or Chair Alumni Council Subcommittees (e.g. Governance, Alumni Awards) • Work with various alumni Associations & Chapters to strengthen the link between them and the Alumni Council
<p>Desirable skills and attributes</p>	<ul style="list-style-type: none"> • Understand the University Strategic Plan and wider strategic perspective • Embrace philanthropic endeavors of the University and the INSPIRED campaign • Commitment to proactively guiding the Alumni Council towards achieving its purpose and agreed strategic priorities • Willingness to influence and advocate for alumni engagement with the University community and its stakeholders • Commitment to promoting the mission and vision of the University of Sydney and the Division of Alumni & Development • Positive and constructive attitude and ability to contribute to a productive Alumni Council culture • Strong relationship management experience • Ability to influence and motivate wider alumni community • Understand the role of volunteers in supporting the work of academic leadership • Ability to build productive and transparent partnership with University staff • Exceptional presentation and communication skills • Strong social and professional networks and willingness to leverage them for the University • Understanding of governance best practice in a not for profit environment.
<p>Benefits of the role</p>	<ul style="list-style-type: none"> • Professional networking • Enhance leadership and committee board skills • Make a meaningful contribution to our University, its alumni, students and stakeholders • Professional development training opportunities and induction training.

14.01.15
 Rev: 04.03.15
 Rev 14.10.16
 Rev 14.08.17