

**Role Description: Alumni Council Member (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.

<b>Volunteer Role Title</b>	Alumni Council Member
<b>Purpose of the position</b>	To lead, represent and engage alumni in the life of the University of Sydney
<b>Location</b>	The University of Sydney, Camperdown campus
<b>Hours</b>	3-8 hours per month (approximately)
<b>Key contact</b>	Alumni Council President and Manager, Alumni Programs
<b>Principal duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Encourage and participate in mutually beneficial alumni and student engagement programs such as mentoring, coaching and Welcome to Sydney programs</li> <li>• Review and provide advice on current or proposed Alumni Charter</li> <li>• Attend and actively participate in Alumni Council meetings (one Strategic Planning day and four Council meetings per annum)</li> <li>• Participate in and/or Chair Alumni Council Subcommittees (e.g. Governance, Alumni Awards)</li> <li>• Work with various alumni Associations &amp; Chapters to strengthen the link between them and the Alumni Council</li> </ul>

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

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