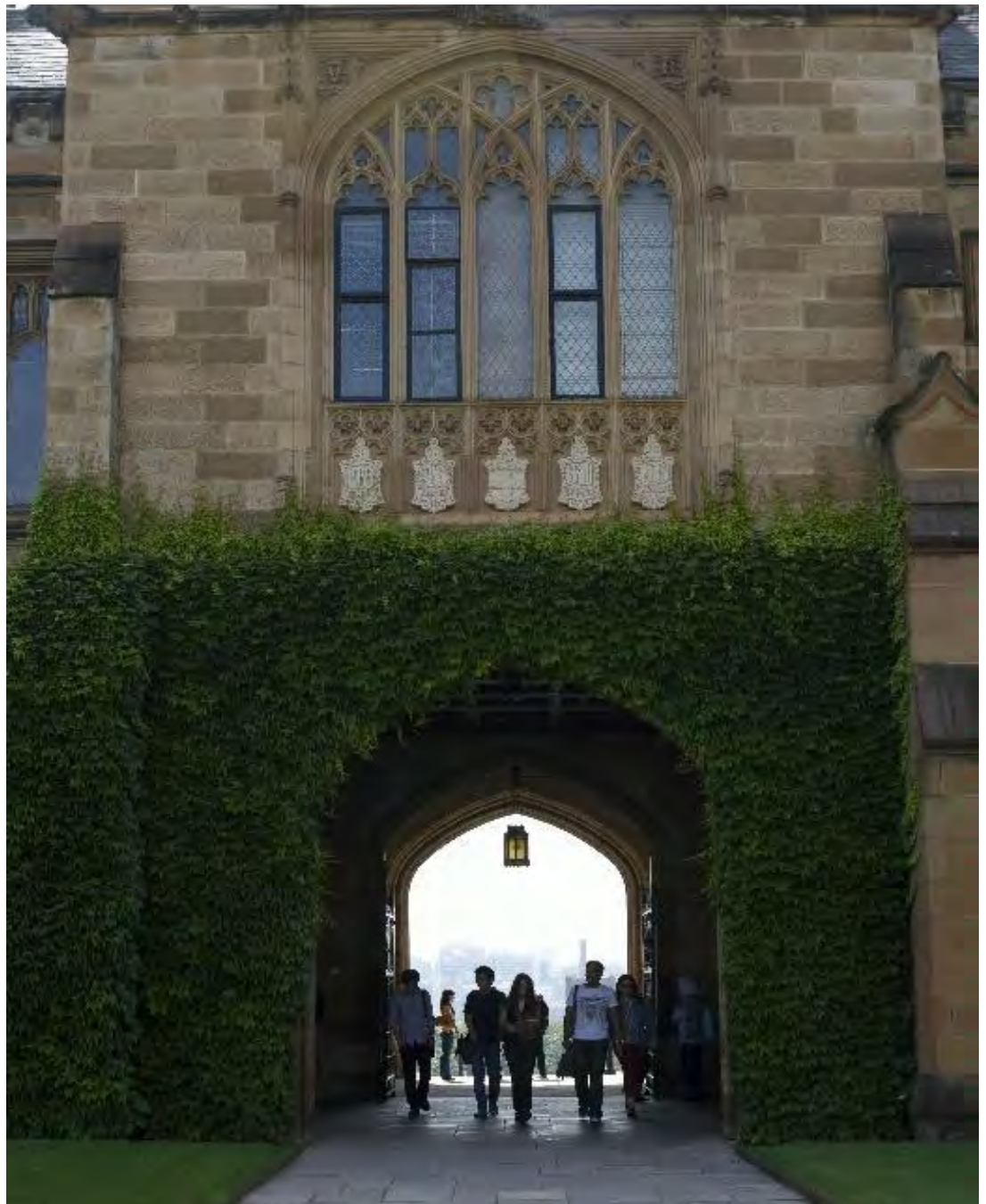THE UNIVERSITY OF
SYDNEY

Alumni Associations, Chapters and Networks

Guidelines 2016

Welcome

Message from the Alumni Relations Team

Dear Alumni and Friends,

Thank you for sharing your passion for the University of Sydney. Our various alumni associations, chapters and networks around the world offer alumni the opportunity to stay involved and connected to the University, students and fellow alumni. A successful alumni association, chapter or network is the result of the dedication and hard work contributed by volunteers like you. You have joined a community of alumni leaders who are committed to supporting the University and connecting alumni with each other by volunteering your time and enthusiasm.

We have developed this guide to assist you and ask that you read it in detail. Although no two alumni groups are the same, there are elements that bind us together. This guide will provide you with the essential tools to sustain a successful alumni group and suggestions to align your activities to the University's Alumni Strategy.

We encourage you to liaise with our staff to develop an alumni group that engages your peers and inspires them to stay connected with the University of Sydney community.

Warm regards,

Jimmy Buck
Director Alumni Relations

Contents

The University of Sydney Alumni Associations, Chapters and Networks

Being involved with our global network of volunteer-led alumni associations, chapters and networks is one of the most significant ways you can contribute to the life of the University and the wider community. A diverse network of alumni-led groups provides alumni with a strong sense of connection to their alma mater and fellow graduates. The University of Sydney has more than 30 alumni-led groups throughout the world that assist in forging a dedicated and informed community of supporters both locally and abroad.

Alumni often connect with one another based on shared interests, including:

— International location

— National/regional location

— Faculty of graduation or affiliation

— Special interest

— Residential colleges

A full list of alumni groups can be found at the University of Sydney alumni website:
http://sydney.edu.au/alumni/networks/

Objectives

The key objectives of our associations, chapters and networks are to:

— encourage alumni to maintain contact with the University, the group and with each other

— promote and support the mission and vision of the University and the Division of Alumni and Development

— facilitate participation in mutually beneficial alumni and student engagement programs in line with the Alumni strategy and the University strategy.

Role of Committee Members

— Build productive and transparent partnerships with the University of Sydney, the Division of Alumni and Development and the Alumni Council

— Ensure committee roles, relationships and governance support the association, chapter or network objectives through individual member contributions.

— Understand the University Strategic Plan and wider strategic perspective.

— Influence and motivate the wider alumni community to maintain contact with the University and participate in programs.

— Contribute to a productive alumni group culture by means of a positive and constructive attitude.

— Attend and actively participate in committee meetings.

— Professionally represent the alumni group to promote its standing in the University community.

Committee member obligations

Committee members must:

− abide by the University's Code of Conduct:
  http://sydney.edu.au/procurement_services/policies/code_of_conduct.shtml

− act in the best interests of the University as a whole, and for a proper purpose;

− act honestly and exercise a reasonable degree of care and diligence in carrying out their functions.

Committee members must not make improper use of their position, or of information acquired because of their position, to gain, directly or indirectly, an advantage for another member or other person, or cause detriment to the University.

The University of Sydney Strategic Plan

The University of Sydney is a large and diverse institution with a broad range of disciplines and a strong shared identity that binds us together as a community and shapes our strategy.

At the heart of our strategy is our shared common purpose to create and sustain a university in which, for the benefit of both Australia and the wider world, the brightest researchers and the most promising students, whatever their social or cultural background, can thrive and realise their full potential.

The University's 2016 – 2020 Strategic Plan is available on the University website by visiting
http://sydney.edu.au/about-us/vision-and-values/strategy.html

The University of Sydney Alumni Council

The University of Sydney Alumni comprises of 12 members appointed by Senate. Nominations to join the Alumni Council are open to graduates and other members of Convocation of the University.

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.

One of the strategic priorities of the Alumni Council is to assist and collaborate with alumni groups to support key alumni engagement opportunities in addition to performing an advisory role.

For further information on the Alumni Council please visit the University website
http://sydney.edu.au/convocation/

Division of Alumni and Development

The Division of Alumni and Development (DAD) drives alumni engagement initiatives that assist the University in achieving its external relations priorities and business objectives. The Division works to ensure alumni programs and communications align with the Alumni Strategy and the wider University Strategy. A copy of the DAD organisational structure can be found in the appendices.

The University of Sydney Alumni Strategy 2014-2016 is available on the University website by visiting **http://sydney.edu.au/alumni/images/content/pdf/Alumni-Strategy-2014-2016.pdf**

Alumni Relations

The Alumni Relations team engages with alumni and the broader community through a wide range of programs which align with the four strategic priorities of the Alumni Strategy 2014 – 2016:

Alumni Strategy	Programs
Alumni and future students	Student recruitment activities, including, Undergraduate, Postgraduate and international activities.
Alumni and the student experience	Alumni – Student Mentoring Welcome to Sydney gatherings Internship placements Graduation speakers and volunteers
Alumni and their interactions with each other	Finding lost alumni Associations, chapters and networks Networking and professional development events Alumni Awards Reunions
Alumni and their support of the University	INSPIRED campaign Pave the way (annual giving day) Reunion scholarships

Alumni Association, Chapter and Networks Structure

Programs and activities run by our alumni groups are a key opportunity for alumni to interact with each other and to maintain an ongoing connection with the University.

For an alumni group to be recognised as a University of Sydney alumni association, chapter or network it must be endorsed by the DAD and Alumni Council. Alumni volunteers are classified into 3 categories:

1) **Local.** Alumni groups based in Sydney are either faculty centered or aligned to a special interest. These groups are supported by an Alumni Relations staff member. Faculty

centered groups also receive support from the faculty and the Dean. Local groups have a common focus in a specific area of interest e.g. business or choir.

2) **International/Regional.** Our international and regional alumni groups are composed of alumni that have branched out into the wider national and international community. These groups are supported by our Alumni Relations Team. They have a high community focus on creating networking opportunities. Graduates are from multiple faculties and interest areas.

3) **Alumni Ambassadors.** Alumni Ambassadors are individual alumni with a genuine interest in supporting the University's priorities. They do not operate under a charter or in an established alumni group, but assist with ad hoc activities or projects to meet the strategic direction of the university.

Key requirements for alumni groups

In order to be recognised as an alumni association, chapter or network and endorsed by the DAD and the Alumni Council, the following minimum standards must be met:

− Operate under and abide by governing charter, Memorandum of Understanding (MOU) or affiliation agreement with the University.

− Have active officers and an active committee fulfilling functions in accordance with the charter, MOU or affiliation agreement.

− Provide a main group contact to respond to committee specific enquiries (may be publicised on the website)

− Organise in consultation with the DAD at least two alumni-led initiatives per year that support the Alumni Strategy

   a. Alumni and future students.

   b. Alumni and the student experience.

   c. Alumni and their interactions with each other.

   d. Alumni and their support of the University.

− Submit an annual report to the Alumni Council listing committee members for the year, the group's key activities and initiatives implemented, and future plans and directions of the group for the coming year. A sample annual report can be found in the appendices.

− Update the DAD in July and December of each year with current alumni members, committee members and their roles.

− Follow University branding guidelines (see section in handbook).

− Actively encourage alumni to join the group, update their details and engage with the University without discrimination or prejudice.

− Appoint a DAD contact to liaise with the DAD. The DAD contact is responsible for ensuring that the DAD is updated on the group's activities and contact details. He or she does not need to be the leader of the group and in many cases is not.

− Committee Members must sign a Volunteer Agreement.

− Act as advocates and ambassadors for the University and abide by the University's policies and procedures including the Code of Conduct.

− Comply with the requirements of the NSW *Privacy and Personal Information Protection Act* 1998.

Alumni Relations support

The Division of Alumni and Development will:

− assign a primary Manager of Alumni Engagement

− list your alumni group on the University alumni website

− communicate updates to alumni groups

− in consultation with your Manager of Alumni Engagement, communicate and send event invitations to alumni on your behalf

− provide model charter, MOU, and affiliation agreements

− provide advice and support to new and existing alumni groups

− provide an opportunity to network with other alumni committee volunteers at Leadership Development conferences

− invite you to volunteer recognition events.

Alumni Ambassador

An Alumni Ambassador is appointed by the DAD for a two year period (an Alumni Ambassador may be reappointed at the discretion of the DAD). An Alumni Ambassador will serve as a DAD contact person and link between alumni in their area and the DAD where an established alumni group does not exist. An Alumni Ambassador will:

− be the DAD contact for their area and may be publicised on the alumni website

− work with the DAD to organise alumni events (receptions/dinners/informal drinks depending on size and profile) to coincide with Student Recruitment trips and ad hoc visits made by senior members of the University

− promote alumni-led activities and identify alumni to become alumni volunteers

− communicate feedback from local alumni in regards to University of Sydney events in their area to Managers Alumni Engagement

− update the DAD if they are unable to continue as Alumni Representative

− sign a Volunteer Agreement and abide by University policies and procedures.

Executive committee roles

Leading an alumni group and ensuring your committee operates at its optimum is a rewarding experience. It requires the commitment of multiple members to meet the key requirements. We recommend the following positions on our various associations, chapters and networks. In our more established alumni groups these are written into your charter. The following are the minimum recommended positions and will assist in sharing the work load and alleviate burnout.

Alumni Representative (area/region where there is no established group)	Small (under 1000 members) or new groups	Medium/Large or well established groups
DAD Contact for area/region	Convenor/DAD Contact (liaise with DAD)	President
Identify volunteers to help with ad hoc events	Alumni group contact (may be promoted on alumni website)	Deputy-President

Alumni Representative (area/region where there is no established group)	Small (under 1000 members) or new groups	Medium/Large or well established groups
	Committee	Secretary
		The above positions must notify the DAD who will take on the roles of DAD contact and alumni group contact
		Executive Committee

President (or equivalent): Lead and motivate committee members of the alumni group to support University initiatives.

Deputy President: Support the President to lead and motivate members of the alumni group to support University initiatives.

Secretary: Provide appropriate administration support to the executive committee of the alumni group, including accurate documentation and distribution of minutes for the Annual General Meeting and executive committee meetings.

Executive/Committee Members: Work with committee leaders to build strong relationships with the University of Sydney and the DAD, to engage alumni and the wider University.

DAD Contact (mostly linked to one of the above positions): Ensure the DAD is updated on the alumni group's activities and contact details. Respond to requests for feedback from the DAD.

Alumni group contact (mostly linked to one of the above positions): Name and email may be publicised on Alumni website as contact for association, chapter or network specific enquiries. The group contact must forward changes to alumni contact details and other alumni enquiries to the Manager of Alumni Engagement.

Sample role descriptions for the above can be found in the appendices.

Succession planning

To meet governance requirements, keep alumni groups active and to avoid burnout, alumni groups should hold an Annual General Meeting (AGM) to elect committee members. While it is important to maintain traditions some change is necessary to keep alumni groups interesting and relevant to both new and current members. Effective succession planning will increase the likelihood of sustaining a viable alumni group that meets the needs of its cohort.

— Hold AGM's every year at the same time inviting nominations from your members.

— Elect committee members for two year terms to allow new members to settle into the role and see through new initiatives. This also provides an opportunity for overlap to train new committee members.

— Executive committee members should not be elected for more than two consecutive terms (four years) and should actively encourage new volunteers to become engaged with the group during their term.

— To assist with continuity of knowledge sharing and succession planning it is recommended to divide the committee into two cycles, electing only one half of the committee at an AGM whilst the other half carry through to the following year's AGM for election.

Meeting procedures

To run effective meetings and keep committees and members engaged, please see below a few key points to keep in mind when running a meeting

- It is recommended to set meeting dates for the year at the AGM or at the first meeting of the Executive committee to increase attendance levels at meetings. A minimum of 2 – 4 weeks' notice should be given for executive meetings and minimum 4 weeks' notice of an AGM to members.

- Set an Agenda for the meeting and send this out with the notice of the meeting. This will help members prepare for items that will be discussed at the meeting. It is also advisable to allocate a timeframe to each agenda item to prevent meetings running over-time

- The Secretary or a nominated committee member should take minutes from each meeting. This is a record of the meeting that can be referred back to and allows members who may not have been available to attend the meeting to keep informed.

- Don't forget to forward copies of your meeting minutes to the DAD for recording.

- Action items. It is helpful to record a list of action items arising from meetings and assign committee members these. This will assist in clarifying who is responsible for which task including deadlines to help keep projects stay on track. These can be sent out with the minutes

- Sample templates for Agendas, minutes and action items can be found in the appendicies.

Inactivity or disestablishment of associations, chapters and networks

An association, chapter or network will be deemed inactive after any continuous two year period in which the DAD has no record of activity.

The Alumni Council may disestablish an association, chapter or network at any time if it appears to the Council that the association, chapter or network:

1) is not meeting its specified objectives;

2) has not met its compliance requirements;

3) has exceeded the limits of its authority; or

4) is creating an undue reputational or other risk to the University.

Insurance

Provided that approved associations, chapters and networks meet their obligations and observe the limits of their authority, they are covered by the University's Public Liability Insurance. Executive committee members of Alumni Associations are covered by the University's Directors and Officers Liability insurance.

The insurance cover applies to official alumni events and activities managed by registered alumni groups.

University Policies

Alumni groups must comply with university policies including the Code of Conduct and privacy policy:
http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/65&RendNum=0

Privacy
The University, including its alumni groups, is subject to the *NSW Privacy and Personal Information Protection Act* 1998 (NSW). Accordingly, personal and contact details of

Alumni are managed centrally in the Alumni database maintained by the Division of Alumni and Development. Alumni name and address updates obtained by alumni groups must be sent to the Division of Alumni and Development. Alumni contact details must not be stored in separate databases or member lists managed by alumni groups.

Alumni Programs

There are a number of ways your alumni group can be involved and support university programs. If you would like more information on how your group can support these programs please contact the Alumni Relations team.

Welcome to Sydney program
Welcome to Sydney is a program connecting international and regional students with alumni. Gatherings hosted by alumni provide an opportunity for students to meet and engage with their fellow students and alumni families, enabling all to share academic, professional and social experiences and foster new friendships. For more information on the program or to register as a host please visit the alumni website: **http://sydney.edu.au/alumni/programs-benefits/welcome-to-sydney.shtml**

Mentoring programs
Mentoring programs provide an opportunity for experienced Alumni to develop leadership skills, contribute to the University learning community and to begin networking with other alumni, students and staff. The University offers a number of mentoring programs to students at different stages of their degree for alumni and alumni groups to be involved in.

Speaking Engagements
The DAD receive multiple requests from across the University to speak at various occasions such as student or alumni events. We recruit alumni volunteers with excellent public speaking abilities to share their experiences. In addition we look for people who have had experience speaking at public events and who would like to advocate on behalf of the University.

Reunions
Reunions are a wonderful opportunity for alumni to get together, reminisce about shared experiences, exchange latest news and reconnect with the University. Reunions are also a great opportunity for volunteers to come together to support class scholarships. The DAD provides a range of services and has prepared a booklet to assist organisers to plan a memorable reunion.

Alumni Awards program
The annual Alumni Awards Program, consisting of the Alumni Achievement Awards and the Graduate Medals recognises the outstanding achievements and contributions of our graduates across the breadth of University. Alumni Awards are an excellent way for your alumni group to nominate alumni who have made a substantial contribution.

More information on the Alumni Awards Program and details on past recipients can be found on the alumni website: **http://sydney.edu.au/alumni/awards/**

Alumni events
To assist you when organising alumni-led activities, an Alumni Events Toolkit is available from Alumni Relations. Alumni events provide one platform for engaging alumni with the University. When planning events it is important to link your event with the Alumni Strategy 2014 – 2016 strategic priorities.

- Alumni and future students

- Alumni and the student experience

- Alumni and their interactions with each other

- Alumni and their support of the University.

Timeline	What you do	What we do together	What we do
8-12 months prior to event (dependent on event size)	Make contact with your Alumni Relations contact to let them know you would like to organise an event. Complete event proposal	Discuss relevance and suitability of event and scope	Provide you with helpful templates for planning - event proposal - Order of Proceeding - Budget - namebadge
8- 10 months	Form an organising committee (if applicable and establish committee member responsibilities Logistical organisation including booking of external venues and budget management. (events should be self-funding)	Discuss venue options	Assist in booking internal venues
6- 8months		Devise a marketing and promotion schedule. Including content for invitation	Marketing and promotion of event via University channels
6months	Engage MC, speakers and entertainment	Discuss MC and speaker options. Discuss University representation at your event	
8 weeks prior to event	Source contact details of lost alumni (if applicable)	Confirm cohort of alumni to be invited to event. i.e alumni from a specific demographic	Manage existing alumni data.
4-6 weeks prior to event		In consultation with alumni group the DAD will determine management of RSVP's on case by case basis	Send email invitations to alumni on your behalf
1 month prior	Confirm numbers with venue and caterer. Confirm speakers, photographer etc…		Send a reminder email to guests
Event Day	Manage event		

Timeline	What you do	What we do together	What we do
Following event	Send summary and events photos after event to the DAD. Forward updated data to the DAD	Evaluate Event	Upload summary and event photos to Sydney website where possible

Connecting alumni

We encourage all alumni to motivate fellow alumni who may have lost contact with the university to update their details on our website. Re-connecting alumni to the University is an excellent opportunity for our alumni groups to grow their network base and open up new gateways for engagement.

Other program opportunities to engage alumni

The Division of Alumni and Development is always looking for innovative ways to engage with alumni and we welcome your feedback at **alumni.office@sydney.edu.au**.

Alumni Communications

The University distributes a number of communications to alumni.

Sydney Alumni Magazine

The Sydney Alumni Magazine (SAM) is published twice a year in April and October. The magazine showcases interesting, inspiring and informative stories that are designed to engage alumni and build on their sense of community. More information and past editions can be viewed on the SAM website: **http://sydney.edu.au/alumni/sam/**

SAM Extra

SAM Extra is a monthly electronic newsletter that goes out to all alumni, donors and friends. The newsletter features the latest University news and is sent out in the first week of each month, except for January. Past editions of SAM Extra can be viewed on the alumni website.

Alumni and friends website

Our various alumni groups are promoted on our alumni and friends website. This website is designed to provide information and updates on all alumni programs, in order to attract regular alumni visitors.

Alumni association, chapter and network E-mail accounts

Established alumni groups may be assigned an **alumni.(group name)@sydney.edu.au** email address to respond to committee specific enquiries from alumni and to communicate directly with committee members. This email is not used to make contact with alumni for privacy reasons. Guidelines around use of these emails will be given to groups/individuals managing these email addresses.

Social media

Some of our alumni groups use mediums such as LinkedIn to communicate with their alumni community for professional networking purposes. These groups must assign a communications officer to moderate content posted in accordance with university guidelines.

To learn more about social media options, please contact the DAD.

University brand guidelines

The University of Sydney logo may be used by DAD approved alumni groups to promote alumni group events and programs.

— University logo must be used in consultation with the Division of Alumni and Development. (a request for use of logo form is available from DAD)

— Logo must not be altered or stretched.

— Groups must agree to adhere to the University Brand Guidelines. (see appendices)

— Final use of the logo must be approved by University Brand Coordinators; please forward a final copy of the format the logo is being published in to the DAD to arrange this.

Appendices

— Attachment A Role descriptions

— Attachment B Annual report template

— Attachment C Meeting templates

— Attachment D Association volunteer agreement

— Attachment E University logo guidelines

ROLE DESCRIPTION

PRESIDENT – ASSOCIATIONS, CHAPTERS AND NETWORKS (VOLUNTARY POSITION)

Date	2016/03

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.

Associations and Chapters

The role of the *"alumni group"* is to:

- encourage Alumni to maintain contact with the University, the *"alumni group"* and with each other;

- develop programs and activities to engage alumni in the life of the University and the *"alumni group";*

- support and promote the interests of the University, the *"alumni group"* and its Alumni;

Volunteer Role Title	President of "alumni group"
Purpose of the position	Lead and motivate Executive members of *"alumni group"* to support university initiatives.
Location	The University of Sydney,
Time Commitment	Attend AGM, quarterly meetings and events as required.
Key contacts	Manager Alumni Engagement Alumni Council President Dean
Principal duties and responsibilities	- Provide leadership and direction to the *"alumni group"* - Ensure that the *"alumni group"* activities are aligned to the University's Strategic Plan and the Alumni Strategy - Chair *"Alumni group"* meetings and encourage all members to participate in discussions - Ensure the committee fulfils its responsibilities for the governance and success of the "Alumni group" - Develop a strong and effective relationship with the Alumni Council. - Acts as a representative of *"Alumni group"* at Faculty and University events (or delegate a representative)

	• Promote and advocate on behalf of the University to promote student/alumni engagement
	• Participate in and/or Chair "alumni group" subcommittees (if applicable)
	• Submit annual report to the Alumni Council following the "*alumni group*" AGM
Desirable skills and attributes	• Demonstrated leadership and relationship management skills to effectively lead *"alumni group"*.
	• Positive and constructive attitude to role model a positive *"alumni group"* culture
	• Exceptional presentation and communication skills
	• Deep understanding of the University Strategic Plan, Alumni Strategy and wider strategic perspective
	• Commitment to proactively guide the "alumni group: to promote the mission and vision of the University and the Division of Alumni and Development
	• Ability to influence and motivate *"alumni group"* members and alumni wider community
	• Build productive and transparent partnerships with the University.
	• Strong social and professional networks and willingness to leverage them for the University
	• Understanding of governance best practice in a not for profit environment.
Benefits of the role	• Professional networking
	• Enhance leadership and committee board skills
	• Make a meaningful contribution to our University, it's alumni, students and stakeholders
	• Professional development training opportunities.
Other Requirements	• Professionally represent the alumni group to promote its standing in the University community
	• Abide by the University's Code of Conduct and Privacy policy. *"…act in a way that furthers the University's object and upholds its values"*.

THE UNIVERSITY OF SYDNEY

ROLE DESCRIPTION

DEPUTY PRESIDENT – ASSOCIATIONS, CHAPTERS AND NETWORKS (VOLUNTARY POSITION)

Date	2015/08

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.

Associations, Chapters and Network

The role of the *"Alumni group"* is to:

- encourage Alumni to maintain contact with the University, the "*Alumni group"* and with each other;

- develop programs and activities to engage alumni in the life of the University and the "*Alumni group";*

- support and promote the interests of the University, the "*Alumni group"* and its Alumni;

Volunteer Role Title	Deputy President of *"Alumni group"*
Purpose of the position	Support President to lead and motivate Executive members of *"Alumni group"* to support university initiatives.
Location	The University of Sydney
Time Commitment	Attend AGM, quarterly meetings and events as required.
Key contact	Manager Alumni Engagement Alumni Council President Dean
Principal duties and responsibilities	• Act as President of *"Alumni group"* when the President is absent. When acting as President the Deputy President exercises the same authority and has the same duties as the President. • Attend and actively participate in "*Alumni group"* meetings • Develop a strong and effective relationship with the Alumni Council. • Participate in and/or Chair *"Alumni group"* Subcommittees (if applicable)
Desirable skills and attributes	• Strong relationship management experience • Exceptional presentation and communication skills

	• Positive and constructive attitude and ability to contribute to a productive *"Alumni group"* culture
	• Ability to influence and motivate wider alumni community to maintain contact with the university.
	• Ability to build productive and transparent partnership with University staff
	• Understand the University Strategic Plan, Alumni Strategy, and wider strategic perspective
	• Commitment to proactively support the *"Alumni group"* to promote the mission and vision of the University and the Division of Alumni and Development
	• Strong social and professional networks and willingness to leverage them for the University
	• Understanding of governance best practice in a not for profit environment.
Benefits of the role	• Professional networking
	• Enhance leadership and committee board skills
	• Make a meaningful contribution to our University, it's alumni, students and stakeholders
	• Professional development training opportunities.
Other Requirements	• Professionally represent the *"Alumni group"* to promote its standing in the University community
	• Abide by the University's Code of Conduct and Privacy policy. "…act in a way that furthers the University's object and upholds its values".

ROLE DESCRIPTION

SECRETARY – ASSOCIATIONS, CHAPTERS AND NETWORKS (VOLUNTARY POSITION)

Date	2015/08

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.

Associations, Chapters and Networks

The role of the *"Alumni group"* is to:

- encourage Alumni to maintain contact with the University, the *"Alumni group"* and with each other;

- develop programs and activities to engage alumni in the life of the University and the *"Alumni group";*

- support and promote the interests of the University, the *"Alumni group"* and its Alumni;

Volunteer Role Title	Secretary *"Alumni group"*
Purpose of the position	Provide appropriate administrative support to the executive committee of the "Alumni group", including accurate documentation of minutes.
Location	The University of Sydney
Time Commitments	Attend AGM, quarterly meetings and events as required
Key contacts	Association President Association Deputy-President Manager Alumni Engagement
Principal duties and responsibilities	- Document meeting minutes of all *"Alumni group"* meetings and Distribute to Executive Committee members - File event reports and meeting minutes to the Division of Alumni and Development. - Advise Division of Alumni and Development of changes in alumni contact details and committee members - Advise the Manager of Alumni Engagement of forthcoming meetings and events.

	- Call for an Annual General Meeting of the "Alumni group" as per Charter, providing a minimum of one months' notice to members. - Prepare and circulate agenda and meeting papers prior to the meeting - Ensure that a quorum of members (as per charter) are present throughout the meeting - Attend and actively participate in "*Alumni group*" meetings - Participate in and/or Chair *"Alumni group"* Subcommittees (if applicable) - Develop a strong and effective relationship with the Alumni Council.
Desirable skills and attributes	- Strong organisational skills and an eye for detail. - Knowledge of governance best practice in a not for profit environment. - Ability to influence and motivate wider alumni community to maintain contact with the university. - Ability to build productive and transparent partnership with University staff - Exceptional presentation and communication skills - Understand the University Strategic Plan, Alumni Strategy and wider strategic perspective - Positive and constructive attitude and ability to contribute to a productive *"Alumni group"* culture - Strong social and professional networks and willingness to leverage them for the University
Benefits of the role	- 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.
Other Requirements	- Professionally represent the alumni group to promote its standing in the University community - Abide by the University's Code of Conduct and Privacy policy. *"…act in a way that furthers the University's object and upholds its values".*

ROLE DESCRIPTION

EXECUTIVE/COMMITTEE MEMBER – ASSOCIATIONS AND CHAPTERS (VOLUNTARY POSITION)

Date	**2015/08**

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.

Association and Chapters

The role of the *"Alumni group"* is to:

- encourage Alumni to maintain contact with the University, the *"Alumni group"* and with each other;

- develop programs and activities to engage alumni in the life of the University and the *"Alumni group"*;

- support and promote the interests of the University, the *"Alumni group"* and its Alumni;

Volunteer Role Title	Executive/Committee Member *"Alumni group"*
Purpose of the position	Build strong relationships with the University of Sydney, Division of Alumni and Development, to engage alumni and the wider university community.
Location	The University of Sydney
Time Commitment	Attend AGM, quarterly meetings and events as required.
Key contact	Association President Manager Alumni Engagement
Principal duties and responsibilities	- Attend and actively participate in *"Alumni group"* meetings - Participate in and/or Chair *"Alumni group"* Subcommittees (if applicable) - Develop a strong and effective relationship with the Alumni Council
Desirable skills and attributes	- Strong relationship management experience - Excellent presentation and communication skills - Positive and constructive attitude and ability to contribute to a productive *"Alumni group"* culture

	- Ability to influence and motivate wider alumni community to maintain contact with the university - Ability to build productive and transparent partnership with University staff - Understand the University Strategic Plan, Alumni strategy and wider strategic perspective - Commitment to promoting and supporting the mission and vision of the University and the Division of Alumni and Development - Strong social and professional networks and willingness to leverage them for the University - Understanding of governance best practice in a not for profit environment
Benefits of the role	- Professional networking - Enhance leadership and committee board skills - Make a meaningful contribution to our University, its alumni, students and stakeholders - Professional development training opportunities
Other Requirements	- Professionally represent the *"Alumni group"* to promote its standing in the University community - Abide by the University's Code of Conduct and Privacy policy. *"…act in a way that furthers the University's object and upholds its values".*

Annual Report 2015

"Alumni group"

Number of members

XXXXX

Annual General Meeting

The "alumni group" AGM was held "date" at "location" "number" in attendance. Elections for the "alumni group" were conducted by "name of person"

Committee members 2015

President (or equivalent)
Vice President
Secretary
Committee member

Key Activities (and dates)

Insert body copy text 11pt
- Insert bullet point text – List paragraph (11pt)
- Insert bullet point text
- Insert bullet point text

Initiatives

1. Insert number styles
2. Insert number styles
3. Insert number styles

Future Plans

Insert body copy text – Normal (11pt)

Heading 1	Heading 2	Heading 3	Heading 4

ANNUAL GENERAL MEETING "ALUMNI GROUP"

6.00PM – 7.00PM 11 AUGUST 2015
AGM location

AGM AGENDA TEMPLATE

No.	Agenda Item	Presenter	Time
1	Welcome and apologies (5min)	Chairperson	6:00pm
2	Acceptance of previous AGM minutes	Chairperson	6:05pm
3	Actions arising from previous AGM minutes (5 min)	Chairperson	6:10pm
4	Annual Report (10 min)	President	6:15pm
5	Executive positions declared vacant	University Representative	6:25pm
6	Election of Executive Committee (by prior nomination)	University Representative	6:30pm
7	Any other Business	Chairperson	7pm

EXECUTIVE COMMITTEE MEETING

6.00PM – 7.10PM 11 AUGUST 2015
Meeting location

AGENDA TEMPLATE

No.	Agenda Item	Presenter	Time
1	Meeting Open (10 min) • Welcome and apologies • Acceptance of previous minutes • Actions arising from previous meeting	Chairperson	6:00pm
2	Correspondence (5min)	Secretary	6:10pm
3	President/Convener Report (5min)	President	6:15pm
4	Alumni Relations Report (5 min)	Manager Alumni Engagement	6:20pm
5	Financial Report *(if applicable)* (5min)	Treasurer	6:25pm
6	Committee Reports (10 min) • Committee A • Committee B	Committee team leader	6:30pm
7	Special Project (5 min)	Project organiser	6:40pm
8	Planning for 2016 (20min)	President/All	6:45pm
9	General Business (5 min)	Chairperson	7:05pm
10	Next meeting	Chairperson	7:10pm

EXECUTIVE COMMITTEE MEETING

6.00PM – 7.10PM 11 AUGUST 2015
Meeting Location

Attendees: First Surname

Apologies: First Surname

MINUTES TEMPLATE

1 **Meeting Open**

- President welcomed committee and announced apologies

- Minutes from meeting XX/XX/XX accepted as true and accurate record

- Actions item xxxxx completed

2 **Correspondence**

- Received xxxx from xxxx.

  ACTION: Secretary to respond with committee's feedback to…..

3 *TOPIC*
Sub heading

explanatory text

ACTION: xxxxxxxx

4

Next meeting

Meeting Closed at 7:10pm

ACTION ITEMS EXAMPLE

No.	Action Item	Responsible Person	Timeline
1	Correspondence 1.1 Secretary to respond to XXXX	Secretary	August
2	President/Convener Report • Send link to Committee members for Pave the Way.	President	18 August
3	Alumni Relations Report • Committee members to express their interest to participate in Welcome to Sydney Activities to Manager Alumni Engagement • xxxxxx	All	
5	Committee A • Report back to the committee on xxxx	Committee A	Next meeting
	Committee B • Committee to forward suggestion for possible speakers to team leader. • Confirm speaker in consultation with DAD for XXXX	All Committee B team leader	18 August End August
6	Special Project • xxxxx	xxxxx	
8	Planning for 2016 • President to discuss committees plans for 2016 with Alumni Engagement Officer and to email committee feedback	President	End August

First name Last name (sender)
Position Title, Unit

13 April 2016

First, Last Name (recipient)
Address Line 1
City, State 0000

Private and Confidential

Dear [Title] [Last Name],

I am writing to thank you for your support as a volunteer for the University of Sydney through the [Association Name]. This letter formally acknowledges your affiliation with the Division of Alumni and Development.

The Division of Alumni and Development is committed to maintaining best practice standards in the involvement and recognition of volunteers and, as such, I am writing to advise you of the University policies and procedures that are relevant to your work as a volunteer.

I would be grateful if you could confirm your acceptance of the affiliation under the terms contained in the attached Schedule by signing a copy of this letter and returning it to:

[Insert relevant details]

Thank you for your contribution to the University.

Kind regards,

I, _____, accept this offer of affiliation under the terms outlined above and in the **Schedule**, and confirm that I have read, understood and will comply with the Code of Conduct and other University policies to the extent that that apply to me.

_____   _____/_____/_____
Signature   Date

SCHEDULE

1.   University Policies and Procedures

The affiliation is subject to the *University of Sydney Act 1989 (as amended)* and the By-laws made thereunder from time to time.

A further important aspect of the affiliation concerns the University's Code of Conduct which promotes the highest ethical and moral standards, and fosters an understanding of conduct expected by all staff and affiliates. Please refer to the Code of Conduct.

Should you accept the affiliation, you agree to abide by the Code of Conduct's provisions, and in addition, you agree to comply with:

- all lawful directions of the University;
- all laws and professional standards applicable to the affiliation, including laws in relation to health and safety; and
- University policies to the extent that such policies apply to affiliates. Some of the key policies which will apply to the affiliation are noted below:

    - *Privacy Policy 2013*
    - *Code of Conduct*

    - *Work Health and Safety Policy 2012*
    - *Harassment and Discrimination Prevention Policy and Resolution Procedures*
    - *Workplace bullying Prevention Policy 2014*
    - *External Interests Policy 2010*
    - *Policy on the Use of University Information and Communication Technology Resources*

    Copies of policies can be found at Policy Register.

2.   External Interests

The University acknowledges that its affiliates engage in a wide variety of activities external to the University, and considers that such activities are in the public interest and of benefit both to the University and the individuals involved. These activities may from time to time give rise to conflicts of interests, whether actual, potential or merely perceived, such as a conflict of interests in relation to any employer you may have.

In keeping with its commitment to high ethical standards, and in order to protect the reputations of all involved, the University has recently adopted the External Interests Policy. You should familiarise yourself with its requirements.

If, having read the policy and this letter, you consider that you have interests which should be declared, please contact [insert name/area]. It may be necessary for a conflict declaration to be submitted and a conflict management plan to be put in place to manage any conflict.

3.   Confidential information

As you will appreciate, the University is concerned to protect its confidential information and intellectual property. To ensure the protection of these interests, you agree to:

- keep confidential all Confidential Information other than Confidential Information that you are required to disclose in the course of the affiliation or by law;
- only use Confidential Information for the purpose of performing your duties associated with the affiliation.

"Confidential Information" means:

a. any information, however communicated or recorded, relating to the activities of the University or its related bodies corporate to which you gain access in the course of, or in connection with the affiliation including all trade secrets and institutional know-how, information relating to the finances, business affairs, strategies, plans or initiatives of the University or its related bodies corporate and any other sensitive or commercially valuable information including information relating to the University's students, staff or contractors (including confidential information belonging to a third party); and
b. all copies, notes and records based on or incorporating the information referred to in paragraph (a), but does not include any information that is lawfully public knowledge.

4.   Privacy

The University is subject to the NSW *Privacy and Personal Information Protection Act 1998* (the Act). Personal information you provide is collected by the University to facilitate the administration of your affiliation. You may during the course of your affiliation have access to the personal information of others. You are required to abide by the requirements of the University's Privacy Policy.

5.   Insurance

The University's insurance will only apply whilst you are engaged in approved University activities.

6.   Termination

Your affiliation may be terminated if:

a. you are no longer contributing sufficiently or appropriately to the direction and performance of the Alumni Council and Division of Alumni and Development; or
b. you have breached the Code of Conduct. – Staff and Affiliates and relevant University policies outlined on page 3 of this engagement letter.

At the end of the affiliation, you will be required to return any items of property belonging to the University.

Our logo

The University of Sydney logo consists of two elements:

- the shield and
- the University of Sydney wordmark.

The logo should be seen as a complete unit, with the shield and word-mark always appearing in partnership. The **mono** logo will be used in **all** marketing and communications applications. University stationery and business documents will use the colour logo.

Configurations: how to use the logo

Primary configuration

The **primary logo** is the principal element of the University of Sydney visual identity system. This configuration should be used wherever possible.

Secondary configurations

The **stacked** logo should only be used in exaggerated vertical applications.

The **horizontal** logo should only be used in exaggerated horizontal applications.

THE UNIVERSITY OF SYDNEY

Important

- The logo should **always** be seen as a complete unit, with the shield and the wordmark appearing together.

- The logo should **not** be redrawn, digitally manipulated or altered.

- A request to obtain a copy of the logo can be submitted via the Request a logo online form

- Use of the University logo outside brand templates requires written approval from the University officers named in the Delegations of Authority.

- Final usage of the University's logo must be approved by Brand Coordinators.