

Alumni Association Volunteer Role Description

Suggested Term of Office: 2 years

Alumni Associations offer regular opportunities for alumni to stay involved and active in the life of the University. Delivering a range of mutually beneficial outcomes to their volunteer committees, they provide a great way for alumni to learn new skills, expand their networks and develop leadership all the while enabling graduates to connect with one another on a global scale.

Alumni Associations:

- Organise activities and events at which alumni can connect with the University and each other
- Communicate with local alumni communities with updates on University news and alumni related opportunities
- Advocate and mobilise alumni to support the University through the contribution of time, advice, services or philanthropic gifts.
- Assist in the collection of data for the alumni database
- Promote professional development and further education opportunities for alumni
- Host at least one Annual General Meeting each year
- Submit activity reports to the Advancement Office on a regular basis

Alumni Association Volunteer Committee Members:

- Maintain a strong knowledge about the University and its activities
- Act as a spokesperson for alumni by communicating alumni views, needs and interests specific to their constituent group
- Are informed about the Alumni Association its mission, members, projects, and activities
- Play an active part in recruiting new members and them to stay connected
- Encourage members to take up leadership positions in periods of transition
- Regularly attend and contribute ideas at Alumni Association meetings
- Actively participate in the programming and coordination of Alumni Association events
- Regularly attend University and Alumni Association events
- Assist in the recruitment of alumni for University profiling, marketing and recruitment activities

Roles:

President

The President oversees the organisation and affairs of the Alumni Association Committee and is responsible for keeping the members informed on Committee matters. The President will preside at all committee meetings and will represent the Alumni Association in its dealings with external parties.

The President can form committees to tackle specific duties or undertake specific projects for the benefit of the Alumni Association. The President shall appoint a chairperson for such committees and may make recommendations to expand the Committee.



They will submit a President's report at meetings of the Executive Committee.

The Vice-President

The Vice-President will assist the President in his/her day-to-day duties in leading the Alumni Association and will act on behalf of the President in his/her absence. The Vice-President should be elected as the most likely candidate to lead the Alumni Association as successor to the current President in times of leadership transition.

The Secretary

The Secretary will keep all records relating to the Alumni Association, except those relating to financial matters, and be responsible for their accuracy. He/she will keep minutes of all Annual General Meetings and meetings of the Executive Committee. He/she will maintain an up-to-date membership list at all times.

The Treasurer

The Treasurer will keep all funds and collect and disburse them on behalf of the Alumni Association and will keep an account of all monetary transactions and will be responsible for their correctness. They will submit a Treasurer's report at meetings of the Executive Committee

Committee Members

The Committee Members will consist of alumni representatives from groups that reflect the needs of the local alumni community based on geographic locations/faculties/period of study.

Committee Members voice the aspiration of all members community members particularly in the decision making process involved in governing the Alumni Association. They do not have any Executive Committee role, unless they accept to hold an Executive Committee position as appointed or requested via the Election process at an AGM.

All committee members (Executive and otherwise) will be included in the life of the University and invited to attend events such as significant public lectures, graduate exhibitions and alumni dinners as well as hospitality with visiting Deans and/or distinguished alumni and academics.