



Draft terms of reference for an alumni chapter

These terms of reference form the recommended 'best practice' for the effective operation of an 'informal' alumni chapter. They can be varied to meet the needs of each chapter, its personnel and its local requirements, however, by having agreed terms of reference, there is less likelihood of a chapter failing or there being misunderstanding between members.

Name of chapter ()

The chapter will:

1. Establish an agreed mission statement which sets out its purpose main objectives.
2. Provide effective leadership and collaborate with the University in:
 - a) Articulating and adhering to the University's values and vision
 - b) Developing strategic activities for the alumni chapter, including events and networking opportunities
 - c) Developing and sustaining an organisational structure for the alumni chapter, and to work in partnership with the Development and Alumni Relations Office to build the capacity of the chapter, including increasing its membership
 - d) Assisting the University with key activities, including actively encouraging student recruitment, mentoring and other relevant opportunities for students
3. Establish, monitor and communicate with the University with regards to:
 - a) Chapter programming and activity
 - b) Attendance at events
 - c) Chapter membership and other relevant updates
 - d) An annual financial statement
 - e) Meeting agendas, notes of meetings and other reports as necessary
 - f) Promotional and other marketing and publicity material
4. For the purpose of appointing officers and holding meetings:
 - a) Appoint the following officers at the inaugural meeting of the chapter (and thereafter every two years) by democratic election wherever possible: i) Chair; ii) Vice-Chair; iii) Secretary; iv) Treasurer; v) Events organiser
 - b) Hold meetings at a frequency and a place agreed by members, but no less than twice per annum
 - c) Ensure that all members of the chapter are informed about meetings and events and that they are held at a place and a time accessible to all members and that the content of the meeting is known in advance
 - d) Where there is the need for a vote at a meeting, ensure that decisions are made by democratic ballot
 - e) Record decisions taken at meetings in line with discussions undertaken and ballot outcomes