Alumni Association Volunteer Committee Member

Role Description

Suggested Term of Office: 2 years
Supported by: The Advancement Office

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

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