



THE UNIVERSITY
of ADELAIDE

Alumni Network Committee Member

Position Description – Alumni Relations

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history.**

A Committee Member is one without a portfolio, for example, President, Treasurer, Secretary etc. The role of a Committee Member is to help advise and assist the Executive Committee execute the Committee's activities.

Desirable Attributes:

Committee members should:

- be able to work collaboratively with other Network Committee Members
- be able to raise concerns with the President where they arise
- be a person who can develop good relationships internally and externally
- be forward-thinking and committed to meeting the overall goals of the Alumni Network
- be a good listener and attuned to the interests of Alumni Network members

Committee member

Duties and responsibilities:

- To attend committee meetings (approximately 4-6 per year)
- Take direction and play an active role in supporting the Executive Committee regarding the aims and objectives of the Alumni Network
- Join a subcommittee(s) of your choice if required. Subcommittee meetings are arranged by the head of each subcommittee.
- Contribute to the strategic direction of the Committee/ Alumni Network
- Attend the Annual General Meeting

Alumni Relations - External Relations Branch

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Manager, Alumni Relations

Date:.....



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Alumni Network Patron

Position Description – Alumni Relations

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Patrons are not executive committee members, therefore do not attend meetings (although they can observe meetings if the Alumni Network and Patron wish). They also do not carry any responsibilities or liabilities. Simply, they allow their name to be associated with the network.

Responsibilities

The responsibilities of a Patron will be agreed upon between the Patron and the Executive Committee, for example, the Patron may take on an advisory role, assisting to guide the committee to achieve its aims and objectives if agreed upon between the Executive Committee and the Patron.

Desirable Attributes:

The Patron should:

- Be prominent in his or her field of expertise
- be well informed of the Alumni Network's aims and objects
- someone who can assist in developing good relationships internally and externally
- be forward-thinking and committed to meeting the overall goals of the Alumni Network

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Alumni Network President

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The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee.

The President should (desirable Attributes):

- Be well informed of all organisation activities and able to provide oversight
- Be a person who can develop good relationships internally and externally
- Be forward-thinking and committed to meeting the overall goals of the Alumni Network
- Have a good working knowledge of the Alumni Network's Terms of Reference and duties of office bearers
- Be able to work collaboratively with other Alumni Network Committee Members
- Be a good listener and attuned to the interests of Alumni Network Members
- Be a good role model and a positive image for the Alumni Network in representing the Committee in other forums (e.g., networking events etc.)
- Be a competent public speaker

Specific duties include but are not limited to:

- Chair Network Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Alumni Network in all legal and financial purposes
- Regularly focus the Committee's attention on matters of Network governance that relate to its own structure and role
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Serve as a spokesperson for the Network when required
- Communicate regularly and systematically with your respective Alumni Relations Coordinator and Associate Director of Alumni Relations

Work with the Committee to ensure:

1. The necessary skills are represented on the Committee and a succession plan is in place to help find new Committee members when required
2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Network.

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Alumni Network Secretary

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The Secretary is responsible for the documentation and communication of the activities of the Committee. The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members, and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.

Desirable Attributes:

The Secretary should:

- Be organized
- Have computer skills
- Be a good communicator
- Be able to keep confidential matters confidential.

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of Network records
- Record and manage minutes of Committee meetings, ensuring minutes are distributed to members shortly after each meeting and no later than 14 days
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Is sufficiently familiar with all current Network documents to note applicability during meetings
- Ensure that the records of the Network are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- The Secretary ensures that official records are maintained. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Alumni Network members and other relevant stakeholders

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Alumni Network Treasurer

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The role of the Treasurer is to be responsible for the financial supervision of the Alumni Network to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Alumni Network's financial status to both the Committee and the Alumni Network members.

Desirable Attributes:

- Good Organisational Skills
- Some financial expertise
- Ability to maintain accurate records
- Dedicated Network Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Alumni Network's finances
- Administer all financial affairs of the Alumni Network
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Maintain accurate records of all income and expenditure
- Be a signatory on the Alumni Network account

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Alumni Network Vice - President

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The role of the Vice President is to shadow the President in providing leadership and responsibility for the Network and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

The Vice President should (desirable attributes):

- Be well informed of all Alumni Network activities and able to provide oversight
- Be a person who can develop good relationships internally and externally
- Be willing to step in for the President where needed including chairing meetings
- Be forward-thinking and committed to meeting the overall goals of the Alumni Network
- Have a good working knowledge of the Alumni Networks Terms of Reference and duties of office bearers
- Be able to work collaboratively with other Alumni Network Committee Members
- Be a good listener and attuned to the interests of Alumni Network Members
- Be a good role model and a positive image for the Alumni Network representing the Committee in other forums (e.g., networking events etc.)
- Be a competent public speaker
- Be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

- In the event of the President being unable to fulfil his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Assist the President in deciding which matters are dealt with by the Executive and the full Committee
- Coordinate Alumni Network planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Have a good working knowledge of the Alumni Networks Terms of Reference and duties of office bearers
- Represent the Alumni Network at meetings and forums as agreed with by the President
- Other duties as nominated by the President

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