



Alumni Relations Young Alumni Network Terms of Reference

Alumni Relations

Young Alumni Network

Introduction Statement:

The Young Alumni Network (YAN) exists to engage with graduates from their conferral, to ensure that the relationship between individual and institution is not lost at graduation and to provide professional development and networking support.

Objectives

- Increase awareness and involvement of young alumni in the events and activities of the University of Adelaide.
- Provide professional and personal development opportunities for young alumni, through the provision of events, workshops, and networking opportunities.
- Assist young alumni in achieving their career goals through facilitating access to University of Adelaide networks mentoring, guidance and professional programs.
- Expand and engage the University of Adelaide alumni network globally.
- Organise and host events celebrating young alumni of the University of Adelaide.
- Advocate for and represent the interests of young alumni of the University of Adelaide.

Governance

The YAN shall be governed by the Young Alumni Network Committee (the Committee).

The role of the Committee is to work collaboratively to ensure the objectives of the YAN are met.

The Committee comprises up to a maximum of:

- a) 12 representatives:
 - 3 Executive Committee members
 - o President
 - o Deputy President
 - o Secretary
 - 9 ordinary Committee members

Note: The Committee may choose to optionally appoint a treasurer from amongst the Ordinary Committee members to assist the Executive with managing the Committee's budget and expenditure.

- b) An ex-officio officer from the University of Adelaide External Engagement Office (UAEEO).

Note: The UAEEO shall assist the Committee with administrative matters and manage its annual budget (as provided by the University of Adelaide).

- c) Quorum - 50% of the Executive Committee in agreement, one of which must be the Chair or Deputy Chair.
- d) Attendance at all Committee meetings as agreed by the Committee

Note: Committee members can only be absent from a MAXIMUM of 3 committee meeting within a 12-month period. If a member misses more than 3 committee meetings without registering adequate reasoning for their absence prior to any meeting, that member may be asked to step down from the committee.

- e) Attendance of the Committee's strategic planning workshop held annually.

Membership

Eligibility

At the date of their appointment to the Committee, Committee members must:

- Have graduated from the University of Adelaide; and,
- Be thirty-five (35) years or younger; and,
- Be a person of good character as assessed by the UAEEEO.

Term of Tenure

- a) Committee members shall serve a term of two (2) years and shall be eligible for re-appointment. Committee members shall serve no more than three (3) full terms of office (whether consecutive or not). For the avoidance of doubt, members may serve a maximum of six (6) years on the Committee.
- b) Eligibility to nominate for the Executive Committee is dependent on serving a minimum 1 year on the Committee.
- c) The term of appointment to any of the three Executive Committee positions shall be two years (with the second year of the term to focus on a transitional/mentor role to support the next appointment).
- d) Appointment of Committee members to the Committee shall occur on a continuous, but rotating basis, to ensure continuity on the Committee; however, no more than 50 per cent or six (6) of the Committee members (whichever is the lesser) shall vacate their positions on the Committee at any one time.

Accountability and Participation Requirements

- a) Committee members are expected to be active participants in all activities and events of the YAN.
- b) Committee members should expect that they may be required to undertake work outside of Committee meetings and in their own time to ensure the successful delivery of the YAN's objectives.
- c) Committee members are expected demonstrate their support for the objectives of the YAN by completing all actions and tasks reasonably assigned to them as part of their participation on the Committee.

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- d) Should a Committee member fail to complete three (3) actions or tasks assigned to them as recorded in the Minutes of a Committee meeting by the due date, that Committee member may be asked to step down from the Committee.

Inclusion and Diversity

- a) The Committee recognises the diverse backgrounds, experiences, interests, and capabilities of the YAN membership and will support events, activities and initiatives which encourage this diversity, including any initiatives sponsored by the University of Adelaide.
- b) The Committee will collaborate with UAEEEO to ensure that its recruitment processes are inclusive and support diversity amongst its Committee members.
- c) The Committee will endeavour to ensure that at least one (1) alum from each of the University's five academic faculties is represented on the Committee.

Terms of Reference

- a) These terms of reference shall be reviewed annually by the Committee in coordination with UAEEEO.
- b) These terms of reference may be amended at a Committee meeting with the approval of two-thirds (2/3) of its total members.

Further information

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