THE UNIVERSITY OF MELBOURNE

FACULTY OF BUSINESS AND ECONOMICS

ALUMNI COUNCIL

TERMS OF REFERENCE

This document outlines the responsibilities of members of the Faculty of Business and Economics Alumni Council (hereinafter referred to as “the Council”), and the responsibilities of the Faculty of Business and Economics (hereinafter referred to as “the Faculty”) and the Business and Economics Board (hereinafter referred to as “the Board”) in providing support to the Council.

1. RESPONSIBILITIES OF MEMBERS OF THE ALUMNI COUNCIL

1.1 Members of the Council are appointed or elected to hold a position based upon demonstrated involvement, support and/or commitment to the Faculty; demonstrated leadership within a professional, community and personal context; and commitment to the roles and responsibilities as defined in this document. In accepting this commitment, the individual agrees to fulfil the requirements of, actively participate in, and accept the responsibilities associated with Council membership.

1.2 The initial focus of the Council will be across the following identified work-streams:

- Programs and services (including reunions, events, mentoring, student experience/relationships etc.)
- Development of alumni cohorts/segments (including regional, discipline-specific, Young Alumni etc.)
- Alumni recognition and awards
- Philanthropy

Council members will be invited to choose to work across one or more of the above work-streams, for which working groups consisting of Council members and other alumni volunteers will be established. Each work-stream will be supported by the FBE Advancement Unit.

1.3 All Council members are expected to contribute to achieving the overall objectives of the Council relating to each of the areas outlined below.

1.3.1 In order to maintain, strengthen and further develop FBE alumni connections, Council members will:
i. Represent to the Faculty, the Board and the Dean the views, interests and concerns of FBE alumni worldwide;

ii. Seek to strengthen the quality and quantity of alumni connections with the Faculty and the Board by advising the Faculty on matters relating to the Alumni Relations program and other areas of Faculty policy where appropriate, including student experience, mentoring etc. and to act as a sounding board to the FBE Advancement Unit;

iii. Endorse and provide visible leadership to the Faculty's Alumni Relations program;

iv. Promote best practice to other (particularly new) alumni cohort and group leaders;

v. Opine with a dual perspective (the Faculty's and the alumni’s) and maintain a dialogue with both FBE alumni and the Faculty.

1.3.2 In order to provide representation for all alumni cohorts and groups affiliated with the Faculty, Council members will:

i. Promote, strengthen and support the role of recognised alumni groups and promote activity between them;

ii. Support the formation of new alumni cohort groups;

iii. Meet at appropriate intervals with the heads of recognised alumni groups to assist in initiating, monitoring and encouraging their activity to meet the objectives of the Council, and to provide feedback to the Council on such activities;

iv. Support and promote the membership, work and activities of the recognised alumni groups.

1.3.3 In order to promote the Faculty's brand and image, Council members will:

i. Endeavour to enhance the reputation of the Faculty and the alumni body in their capacity as a member of the Council;

ii. Act as Alumni Ambassadors of the FBE alumni community and visible advocates of the Faculty.

1.3.4 In order to maintain a consistency in the standard of Council activities, Council members will:

i. Chair or direct the activities of, and serve on, working groups within the Council work streams as appropriate;

ii. Work with the Faculty’s Advancement Unit to identify volunteers and encourage them to participate in working groups;

iii. Ensure that there is an up-to-date work plan to promote the objectives of the Council and work in partnership with the Alumni Relations team to devise such work plan.

1.3.5 In order to maintain accurate financial records and appropriate spending, the Council will:

i. Prepare an annual proposal of expenditure detailing Council and alumni activities to be undertaken over the following year to be presented to the Board as laid out in article 7 of the Constitution.
ii. Prepare an annual financial report detailing Council activities undertaken in the preceding year to be presented to the Board as laid out in article 7 of the Constitution.

1.3.6 In order to support the Faculty’s fundraising initiatives, Council members will:

i. Provide advice to the Faculty, the Board and to the Business and Economics Foundation relating to the fundraising strategy;

ii. Where possible, contribute financially to the Faculty – particularly the alumni scholarships – and encourage others to support the school.

1.4 By accepting appointment to the Alumni Council, all members agree to:

1.4.1 Meet in person or through technological means such as telephone or video conference, at least six times a year.

1.4.2 Remain fully engaged during the entire length of the term, including serving on one or more of the Alumni Council's working groups, and maintain contact with other Council members and the Advancement Unit in between meetings through informal discussions and working group activities.

2. ACCOUNTABILITY OF MEMBERS OF THE ALUMNI COUNCIL

2.1 Members of the Alumni Council are accountable to the Board via the Chair.

2.2 Breach of duty: in case of infringement of the rules of the constitution and due to other grounds, at the written request of the Board any individual member of the Council (including elected members) may be expelled from Council for such breach.

2.3 Consistent with the liability of Board members, no members of the Alumni Council have financial liability.

3. RESPONSIBILITY OF FACULTY OF BUSINESS AND ECONOMICS

3.1 The Faculty of Business and Economics will update Council members in a timely manner on new developments, strategic imperatives and other Faculty issues of import to the Council.

3.2 The Faculty of Business and Economics, through the Advancement Unit, will undertake to provide a high level of support (administrative and other) to the Council.

3.2.1 The Director, Advancement is responsible for providing leadership in the development, administration and management of all functions and matters relating to building strong communities supporting the Faculty, including marketing and relations with alumni, business, government and the wider community. As such, the Director, Advancement is responsible for determining the broad strategy for the Advancement Unit.

Amended 5 September 2012 (s.2.3 as highlighted)
3.2.2 The Manager, Alumni Relations is responsible for determining the Alumni Relations program and for providing administrative support to the Council and its members which includes:

i. Secretarial duties for all meetings of the Council (including co-ordination and minute-taking);

ii. Accurate and comprehensive record-keeping of all Council meetings, alumni activities, expenditure and other Council-related issues as appropriate;

iii. Provision of items such as parking or taxi vouchers to Council members when attending Council meetings;

iv. Co-ordination of other appropriate administrative tasks as they pertain to maintaining the efficient functioning of the Council.