Alumni Networks and Chapters Terms of Reference

INCLUDES EXPRESSION OF INTEREST FORM

Key Terms

1. Macquarie University will provide advice and support to the Alumni Network and publicise the Alumni Network on its website.
2. The Alumni Network agrees to appoint and provide contact details of the Network Lead as primary contact with the University's Alumni Relations Office.
3. The Alumni Network agrees that it will use the University's name and logo in accordance with the University Brand Guidelines.
4. The Alumni Network agrees to conduct its affairs lawfully, without discrimination or prejudice, to further the purposes of the global Macquarie Alumni Network and not to use the Alumni Network for the purposes of promoting private enterprises or political views.
5. The Alumni Network agrees to take proper care of all personal data held by it and to comply with all applicable laws in respect of that personal data.
6. Being an officially recognised Alumni Network is conditional on full compliance with key terms and expectations and standards outlined in this Alumni Network Terms of Reference. If the University considers that the actions of an individual alumnus or Alumni Network are not in accordance with these, or if the Network Lead is no longer available, then details of the individual alumnus or Alumni Network may at the discretion of the University, be removed from all University web pages and publications, and the Alumni Network will no longer be officially recognised.

Key Expectations

To ensure that the Alumni Network continues to offer valuable support to the University and its alumni, all Alumni Networks are expected to:

1. Organise regular events and initiatives with the aim of providing an opportunity for alumni to continue their education, to offer their skills, expertise and networks to other alumni or the wider community, and to network with one another. We expect an Alumni Network to organise a minimum of two events a year. This can include online events such as webinars.
2. Send details of upcoming events and activity reports to be published on the University website and on its social media channels.
3. Share all data with the University, including but not limited to, event attendance data and updated contact details of members.
4. Actively encourage all alumni to join the Alumni Network (without any discrimination or prejudice).
5. Fully comply with University branding guidelines.
6. Communicate clearly with Alumni Network members and the University. It is acceptable for Alumni Networks to communicate in their primary language/language of their geographical area, but key communications must also be available in English. The University's primary language is English, and Alumni Networks are often seen to be representing the University. Therefore, all alumni as well as the Alumni Relations Office must be able to read and understand all communications if required.

Network Lead (Primary Contact) Expectations

All Alumni Networks must appoint and identify a Network Lead (Primary Contact), who will act as key contact with the University Alumni Relations Office.

The Network Lead is responsible for ensuring that the Alumni Relations Office is updated about the Network's activities and contact details.

All Network Leads/Primary Contacts must:

1. Be a Macquarie University alumnus or alumna
2. Read, and when required, respond promptly to all communications from local alumni and the Alumni Relations Office
3. Keep the Alumni Network's list of committee members and their roles current with the University
4. Update the Alumni Relations Office with news of Alumni Network events so that they can be publicised on the University's alumni digital channels
5. Include the Alumni Relations Office in the circulation list for all emails circulated to members, via its email alumni@mq.edu.au
6. Update the Alumni Relations Office if he or she is unable to continue as the Network Lead/Primary Contact and provide details of a new Network Lead/Primary Contact
7. Work productively with the Alumni Relations Office to ensure the Alumni Network functions as effectively as possible

Standards

The following standards of behaviour are expected of all Alumni Network representatives.

With increasingly high numbers of networks, it is important for Alumni Networks to adhere to a set of agreed standard and behaviours, so that they can work harmoniously together.

Any alumna or alumnus acting as a representative for an Alumni Network must not do anything, without legal justification, likely to prejudice the University or to bring the University into disrepute through his or her actions. He or she must:

1. Act as advocate and ambassador for the University;
2. Actively encourage all alumni to join the Alumni Network without discrimination or prejudice;
3. Show respect for fellow alumni and Alumni Network members, other Alumni Networks and University staff by demonstrating courtesy, honesty, integrity and fairness in all dealings on behalf of the Alumni Network; and
4. Not use the Alumni Network for the purposes of promoting private enterprises or political views.

Updated 21/04/2020

Alumni Network Expression of Interest Form

Name of Alumni Network: Macquarie University _____ Alumni Network

Network leader:

Name: _____ Student Number: _____

Address: _____

State/Prov: _____ Postcode/ZIP: _____

Country: _____ Preferred Phone: _____

Preferred Email: _____

Degree/s and Graduation Year/s: _____

Key Market

The alumni group the Network aims to serve whether by discipline, age or region

_____
_____
_____
_____
_____

Proposed Activities

An overview of the Alumni Network's proposed annual activity program

_____
_____
_____
_____
_____

Signature: _____ Date: _____