

Alumni Advisory Committee Terms of Reference

Establishment of the Committee

The Alumni of the University of Tasmania is an association of graduates of the University as established by the Alumni Ordinance.

As a body of over 160,000 well-connected, networked, and skilled professionals, members of the alumni community are important as a significant part of the University 'ecosystem'. If engaged correctly, alumni are a critical pool of stakeholders, advocates, and supporters.

The Alumni Ordinance establishes the Alumni Advisory Committee to advise the University about engagement with the Alumni.

Role of the Committee

In fulfilling its function to advise the University about engagement with the Alumni, the Committee will:

1. Review, evaluate and make recommendations on major alumni relations activities, including maximising the benefits of the University's international alumni networks.
2. Review current or planned alumni engagement strategies and provide advice on initiatives that might be undertaken to improve their effectiveness.
3. Act as a conduit for advice, support and contributions to the University from alumni.
4. Serve as a forum for the exchange of information and ideas between the University's various alumni networks and stakeholders.
5. Provide advice and support to Advancement and the wider University, in the development of University fundraising campaigns as they relate to alumni.
6. Provide advice and support to Advancement and the wider University, in the development of University volunteering initiatives as they relate to alumni.

Composition and terms of the Alumni Advisory Committee

The committee will comprise:

Category	Criteria	Term
Ex officio	Director – Advancement (Chair) Associate Director Alumni Relations (Secretary)	N/A
Professions	Four alumni representing the University’s Colleges, nominated and appointed by the Executive Deans of the Colleges	Up to 3 years
Campuses	Four alumni residing either in Tasmania, or on the mainland of Australia Nominated and elected by the Alumni	Up to 4 years
International	A member of the alumni community residing outside Australia Nominated and elected by the Alumni	Up to 3 years

Term of Appointment

1. A member of the Committee holds office for a period as shown in the table above.
2. A member of the Committee may seek re-appointment.
3. A member of the Committee can be removed from office by the Chair, if their actions are inconsistent with the Duties and responsibilities of Alumni committee members, mentioned further in this TOR

To be eligible to be a member of the Committee, a member of the Alumni would not normally be currently employed by or be an honorary staff member of the University.

Duties and responsibilities of Alumni committee members

- Attend and actively participate in Alumni Advisory Committee meetings;
- Promote and actively participate in the University’s alumni engagement programs;

- Work with alumni members to strengthen the link between them, the University, major stakeholders and Alumni Advisory Committee;
- Understand the University Strategic Plan and in particular those strategies which relate to Advancement, (Alumni Engagement and Philanthropy);
- Understand and promote the philanthropic endeavours of the University;
- Commitment to proactively assisting the Alumni Advisory Committee in achieving its purpose and agreed strategic priorities (refer above);
- Commitment to promoting the mission and vision of the University of Tasmania and the Advancement Office;
- Positive and constructive attitude and ability to contribute to a productive Alumni Advisory Committee culture;
- Ability to advocate for, influence and motivate our alumni community members globally;
- Attend at least 1 alumni event per year;
- Volunteer to assist at alumni events including University graduation ceremonies and career mentoring events.
- Build productive and transparent relationships with University staff and other Alumni Advisory Committee members;
- Contribute to, advise and provide feedback on the drafting of alumni strategic plans;
- Serve on ad-hoc sub-committees and working groups as required.

Meetings

The committee will meet twice per year as well as participate in the annual general meeting.

Alumni Advisory Committee meetings will be conducted on the University's campuses, however online meeting technology will be available for members residing outside these regions where required.

Members unable to attend a meeting will notify the Secretary in advance of the meeting. Members unable to attend three consecutive meetings will step down.

Secretariat

The Associate Director, Alumni Relations will be the Secretary of the Committee.