University of Tasmania Alumni Advisory Committee

Roles and Responsibilities of Appointed Staff Members

Alumni and Friends Alumni Program Objectives
The objectives of the University of Tasmania Alumni and Friends Alumni Program as provided under the University of Tasmania Alumni Ordinance 11 are to:

1. Provide support and strategic advice in relation to the provision of alumni engagement programs that are relevant, innovative and responsive to the needs of the University’s alumni globally;
2. Provide support and strategic advice on best practice in relation to tailored engagement and communication channels that strive to add tangible value to the University's alumni and facilitate for optimum alumni connectivity with the University;
3. Support University efforts to provide for a valuable and lifelong education resource for alumni;
4. Facilitate as a feature of the University a sense of community pride through forging strong and ongoing links with alumni and the wider community;
5. Enhance the overall reputation of the University and build alumni brand champions;
6. Support the facilitation of University education, research, facility and scholarship development programs through the sourcing of philanthropic revenues as they relate to alumni.

Role of the Alumni Advisory Committee
The role of the Alumni Advisory Committee is to:

1. Develop and drive a coordinated University-wide management framework for alumni engagement, domestically and internationally, to optimise Alumni engagement across the University;
2. Develop and promulgate the University's alumni engagement strategies and implement relevant policies, procedures and work practices;
3. Act as a conduit for advice, support and contributions to the University from alumni;
4. Review, evaluate and make recommendations on major alumni relations activities, including maximising the benefits of the University's international alumni networks;
5. Review the effectiveness of alumni engagement strategies and provide advice on initiatives that might be undertaken to improve performance across the University;
6. Oversee and endorse relevant alumni market research, benchmarking and other assessments as required;
7. Serve as a forum for the exchange of information and ideas between the University's various alumni networks and stakeholders;
8. Provide advice and support to Advancement and the wider University, in the development of University fundraising campaigns as they relate to alumni.
### Role of Appointed Staff Members

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<thead>
<tr>
<th>Role Title</th>
<th>Alumni Advisory Committee Member</th>
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<tr>
<td><strong>Purpose of the position</strong></td>
<td>To represent and engage alumni globally in the life of the University of Tasmania</td>
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<td><strong>Key contact</strong></td>
<td>Associate Director, Alumni Relations (Committee Chair)</td>
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| **Appointment process**           | At least 5 and no more than 8 senior staff (General Managers or similar) from Faculties and Institutes, will be appointed; AND At least 3 and no more than 5 senior staff (Division/area heads or deputy heads) from the following centres:  
  o Marketing and Communications  
  o Global Engagement  
  o Community Partnerships and Regional Development  
  o Student Accommodation  
  o Tasmania University Union |
|                                   | All positions will be appointed by the Executive Director, Advancement in consultation with the Vice-Chancellor, having regard to the strategic priorities of the University. |

**Meetings and Time Commitment**

- Members are expected to attend 80% of meetings (meetings include one AGM and four Committee meetings per annum);
- Members are expected to attend at least 3 alumni events per year;
- Members may be requested to volunteer to assist at alumni events, including University graduation ceremonies.

**Duties and Responsibilities**

- Represent your work area and its alumni (where applicable) on the Committee;
- Attend and actively participate in Alumni Advisory Committee meetings and positively contribute to a productive Alumni Advisory Committee culture;
- Promote and actively support the University’s alumni engagement programs within your work area;
- Assist in the implementation of alumni engagement strategies that strengthen the links between your work area, the University, major stakeholders, Advancement Office and Advisory Committee;
- Understand the University Strategic Plan and wider strategic perspective as they relate to advancement;
- Embrace and promote the philanthropic endeavours of the University;
- Commit to proactively assisting the Alumni Advisory Committee towards achieving its purpose and agreed strategic priorities;
- Commit to promoting the mission and vision of the University of Tasmania;
- Ability to advocate for, influence and engage staff and alumni (where applicable) in your work area to be active participants in the life of the alumni program;
- Ability to build productive and transparent relationships with other Alumni Advisory Committee members and the Advancement Office;
- Contribute to, advise and provide feedback on the drafting of alumni strategic plans;
- Serve on ad-hoc sub-committees and working groups as required.

**Benefits of this role**

- Build your personal and professional networks;
- Build your knowledge of the University’s advancement function as it relates to alumni engagements
- Enhance your committee/board skills;
- Make a meaningful and vital contribution to your University, work area, its alumni, students and major stakeholders;
- Professional development opportunities;
- Further enhance your interpersonal and leadership skills.

**Length of Term**

Staff Alumni Advisory Committee members (with the exception of the position of Chair) are appointed for two-year terms and may be appointed for multiple terms.

**Eligibility**

To be eligible to be an appointed staff representative on the Alumni Advisory Committee, you must be currently employed by the University of Tasmania in an ongoing capacity, and within the work area you are appointed to represent.

Your membership of the Committee will end immediately in the event that you cease to work for the University or within the work area you represent. In this situation, a replacement from that work area may be appointed to complete the remainder of your two year term by the Executive Director, Advancement in consultation with the Vice-Chancellor.

**Other information**

Alumni Advisory Committee meetings will be conducted on University campuses, however teleconferencing and telephone facilities will be available for members unable to attend in person.

To ensure continuity of information flow, in the event that you are unable to attend a meeting, or AGM, it is expected that you will arrange the attendance of a suitable proxy to represent your work area.
Secretarial support for the Advisory Committee will be provided by the Advancement Office.

Further Information

For more information about the Alumni Advisory Committee please contact:

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Advancement Office  
University of Tasmania  
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