

# Alumni Advisory Board Terms of Reference 2021 - 2022

## **Role of the Alumni Advisory Board**

The Alumni Advisory Board (AAB) will exist to advise on university wide projects and initiatives. The AAB will represent alumni in relations with the University of East London (UEL) and its Alumni team. AAB members are privileged volunteers providing informed advice and feedback. The AAB will serve to further consolidate the good relations between the alumni and the university.

## **Purpose of the AAB**

- To represent the interests of UEL's alumni through discussions at AAB meetings. The AAB will provide advice on an extensive range of matters that are of interest to alumni, and support the strategic objectives of UEL
- To be ambassadors and positive representatives of UEL alumni
- To advise the Alumni team on how it can best ensure graduates continue to actively engage with, and be an essential and knowledgeable resource to, UEL and provide the Alumni Network a clear voice
- To advise regarding Continuing Professional Development (CPD) and Continuing Education (CE) initiatives and assist with promotion of products and services to the UEL alumni network.
- To provide feedback about careers-led initiatives, such as the Mental Wealth and Professional Fitness Programme, to help shape provision for our students.
- To develop and promote opportunities for alumni to support students through initiatives such as mentoring, guest talks and industry insight sessions.

To assist with increasing alumni engagement with careers and enterprise services and to promote careers and enterprise provision to the alumni network

## **Mode of Operation**

AAB members are expected to:

- Attend and actively participate in AAB meetings
- Be active members of the alumni community

AAB members will also have the opportunity to support UEL in a variety of different ways, which might include:

- Serving on select committees or task forces as requested
- Personally supporting and engaging in alumni outreach activities

## **Membership and Recruitment**

- All alumni are invited to join the AAB
- There will be a minimum of ten members on the AAB

- AAB members must commit to attending *at least two out of the three annual meetings* held per year
- AAB members will serve for a minimum of one year and are able to serve for more than one year up to a maximum of 5 years
- The AAB should contain a balanced representation, for example University school/college, age profile and interest group
- The AAB will have two formal roles, which are the Chair and Vice-Chair. The process for applying to take on one of these roles is outlined in the section 'Procedure for the Appointment of Chair and Vice-Chair of the AAB'. The chairs will decide how the board operates and whether additional sub-committees are formed

#### **Procedure for the Appointment of the Chair and Vice-Chair of the AAB**

- The Officers of the AAB shall be the Chair and the Deputy Chair (collectively "the Officers")
- The Officers shall be appointed by the serving members of the AAB
- They will normally hold office for a period of two years and may be re-appointed for one more term of office not exceeding four years. The maximum term of office shall be four years and is unaffected by any previous period
- This year, a call for nominations for the Officer posts will be issued by the Alumni office via email to those who have already expressed an interest in being a member of the AAB
- All that have currently expressed an interest in being a member of the AAB will be given an equal opportunity to put themselves forward for an Officer role. The nomination should include a declaration that the nominee is willing to serve for a period of at least two years, and that they are happy for their information to be shared with other members of the board for the purpose of nominations
- Nominations should be made via an official nomination form provided by the Alumni office and submitted in full with any additional documentation requested
- All members of the AAB will be entitled to one vote per officer position. The Alumni office will formally announce the decision in September

#### **AAB Members**

- Alumni Representatives from across all Schools and Graduation years, to include the Chair and Vice-Chair
- Team Managers appropriate to the topics to be discussed
- Project Managers appropriate to the topics to be discussed
- Director of Student Success or nominee
- Heads of Student Success or nominee
- Alumni Advancement Manager or nominee
- Senior Alumni Advancement Officer