

Terms of Reference and Membership 2019-2020

Role:

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 The University of East London's Alumni through discussions at board meetings. The board will provide advice on an extensive range of matters that are of interest to alumni, and support the strategic objectives of the alumni team and the wider university.
- To be ambassadors and positive representatives of our 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, The University of East London and provide the Alumni Network a clear voice.

Mode of operation

Board members are expected to:

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

Members will also have the opportunity to support the University 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 board
- There will be a minimum of ten members on the Alumni Advisory board, for it to exist
- Members must commit to attending *at least two out of the four annual* meetings held per year
- The board should contain a balanced representation, for example University school/college, age profile and interest group.
- The board will have two formal roles, which are the Chair and Vice-Chair
- The board will have Sub-Committee leads, which will be appointed by the Chair and Vice-Chair

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 Chairs”)
- The chairs 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
- Every two years in March, a call for nominations for the Officer posts will be issued by the Alumni office via email to existing members of the AAB
 - 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.
 - Nominees will be expected to present their case for the post in the June meeting
 - All members of the AAB will be entitled to one vote per officer position. The Alumni office will formally announce the decision in the Se

Procedure for the Appointment of the Sub-Committee leads

- Sub-committee leads will put themselves forward to lead on particular projects/initiatives agreed by the rest of the board and by the chairs after the December meeting in which the new chairs have taken up their roles.
- If more than one person puts themselves forward for the role of a particular sub-committee role, the decision of who takes on the role will be the chairs.
- Sub-committee leads will serve for two years and must complete their assigned projects within this time frame.

Board Members

- Alumni Representatives from across all Schools and Graduation years, to include the chair and vice-chair
- Sub-committee leads
- Team Managers appropriate to the topics to be discussed
- Project Managers appropriate to the topics to be discussed
- Alumni Advancement Manager or nominee