

University of Wollongong



UOW Alumni Network Chapter Handbook 2006

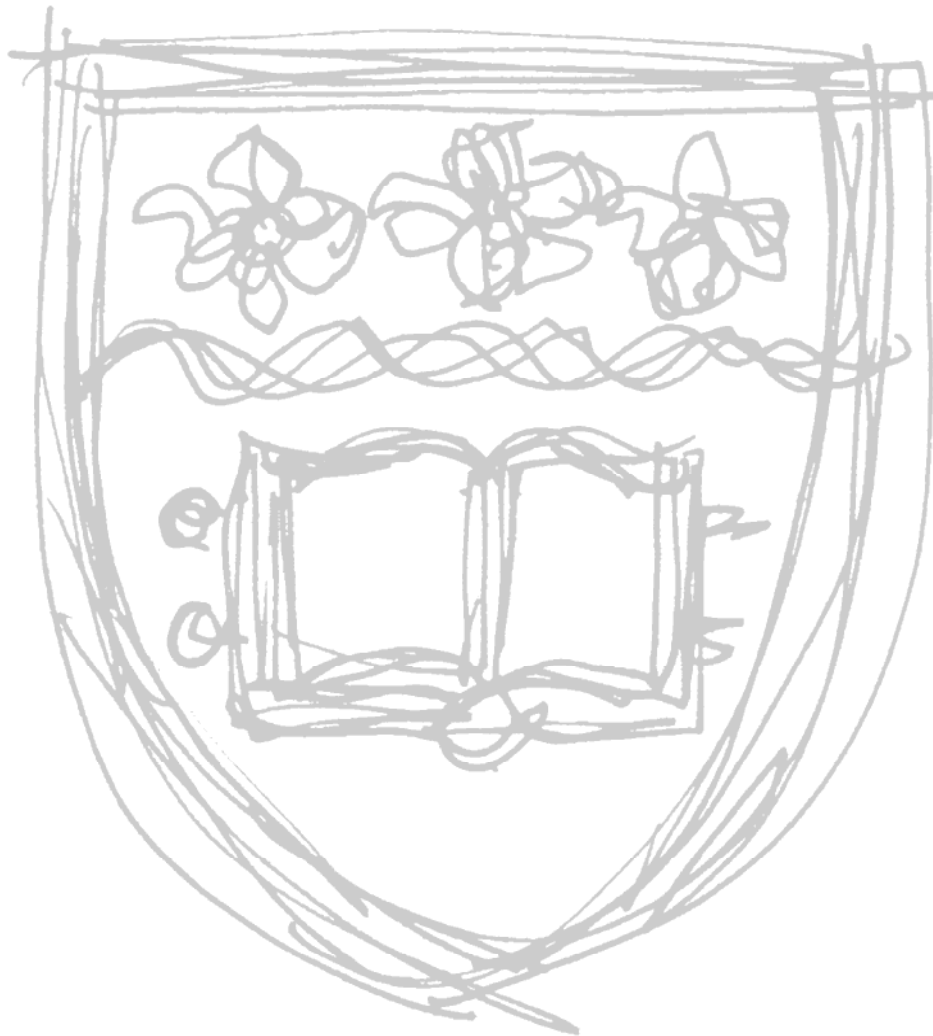


TABLE OF CONTENTS

- 1.0 The University of Wollongong Alumni Network 2**
- 2.0 Alumni Network Membership 2**
 - 2.1 Alumni Development Group 2
 - 2.2 The Chapters Committee (For Local Chapters)..... 3
- 3.0 Chapter Guidelines 3**
 - 3.1 What is a Chapter?..... 3
 - 3.2 Chapter Objectives 3
 - 3.3 Chapter Committee Members 4
 - 3.4 Role Descriptions 4
 - 3.5 Governance 5
 - 3.6 Planning 5
 - 3.7 Activity Plan..... 5
 - 3.8 Events and Projects..... 5
 - 3.9 Regular Contact 6
 - 3.10 Committee Member List 6
 - 3.11 Chapter Meetings..... 6
 - 3.12 Annual Report 6
- 4.0 Chapter Funding 6**
 - 4.1 Funding Applications 6
 - 4.2 Review of Funding Applications..... 7
- 5.0 Communication Services..... 7**
 - 5.1 General..... 7
 - 5.2 Website 7
 - 5.3 Independent Communication 7
 - 5.4 Database Services..... 7
 - 5.5 Privacy..... 8
- 6.0 Distinguished Service Awards 8**
- 7.0 Alumni Network Management Issues..... 8**
 - 7.1 Insurance 8
 - 7.2 Liability 8
 - 7.3 University of Wollongong Logo and Name 9
- 8.0 Alumni Network Contact Information 9**
- 9.0 Reporting Templates and Examples..... 10**
 - 9.1 Chapter Annual Report Template 10
 - 9.2 Chapter Proposal and Funding Template 11
 - 9.3 Chapter By-Laws Example..... 12



1.0 The University of Wollongong Alumni Network

The University of Wollongong (UOW) Alumni Network was established to encourage interaction between the University and its graduates so that a mutually beneficial relationship is nurtured. The UOW Alumni Network allows alumni to easily keep in touch with fellow graduates, both nationally and internationally. It facilitates the exchange of ideas and information through networking activities and allows all alumni to stay informed about the latest developments at UOW.

The Office of Community and Partnerships (OCP) works with the Alumni Development Group (ADG), the Chapters Committee, and local, national and international Chapters to engage alumni in the University's growth and development.

2.0 Alumni Network Membership

All UOW graduates are considered members of the UOW Alumni Network. The following persons are also considered to be members of the UOW Alumni Network:

- Current Students
- Study Abroad and Exchange students (past and current)
- Honoraries (Fellows of the University, Honorary Degree holders and Emeritus Professors)
- Graduates from the former institutions of UOW

2.1 Alumni Development Group

The Alumni Development Group (ADG) is an advisory group to the Vice-Chancellor that:

- provides strategic advice and support to enhance the University's alumni programs
- advises on current and new alumni programs and initiatives to meet specific strategic outcomes
- advises on Alumni Network priorities

The Alumni Development Group is responsible for overseeing the strategic activities of the Chapters and the allocation of funds.

The Alumni Development Group has a membership of 8-10 persons with appointments made by the Vice-Chancellor for an initial two-year term. It aims to meet two to three times a year. The Alumni Relations Manager provides executive support to the Alumni Development Group and is an ex-officio member.

The Alumni Development Group consists of:

- an academic staff representative
- a Chapter Liaison – Domestic
- a Chapter Liaison – International
- a young graduate representative
- a current student representative
- two to three alumni representatives appointed by the Vice-Chancellor



The Chair of the Alumni Development Group is a member of the UOW Development Board that is chaired by the Vice-Chancellor. The Chapters Committee Liaison chairs the Chapters Committee meetings and is the conduit between the Chapters Committee and the Alumni Development Group.

The University allocates an annual budget of AUD \$15,000 to the Alumni Development Group. Funding for individual Chapters will be provided from this budget.

2.2 The Chapters Committee (For Local Chapters)

The Chapters Committee ensures that best practices are adopted by each of the Chapters in meeting the University's strategic objectives.

The Chair of each of the Chapters, the Chapters Committee Liaison and the Alumni Relations Manager are members of the Chapters Committee. The Committee meets two to three times a year.

The Chapters Committee Liaison chairs the Chapters Committee and is responsible for reporting to the Alumni Development Group. The Alumni Relations Manager provides secretariat support for the Committee.

3.0 Chapter Guidelines

3.1 What is a Chapter?

A Chapter is defined as a subgroup within the UOW Alumni Network and may be organised as:

- regional groups (country, city, region or campus)
- educational areas (faculty or discipline area)
- professional or industry area
- special interest groups

A Chapter can also be called a Network, for example, the UOW Thai Alumni Network. All Chapters operate relatively independently through their own committees and within the guidelines of the UOW Alumni Network. However, the UOW Alumni Network is the principal connection between the University of Wollongong and its alumni.

This document details the guidelines for forming a Chapter and explains the level of support provided by the UOW Alumni Network.

For information on the steps involved in establishing a new Chapter please refer to the Establishing a New Chapter document, or contact the Alumni Relations Manager on alumni@uow.edu.au.

3.2 Chapter Objectives

Regardless of whether Chapters are educational, regional or interest based, they all aim to achieve the following objectives:

- further the reputation of the University



- further the reputation of the faculty/discipline, region or interest area they represent
- develop a mutually beneficial relationship with the UOW Alumni Network and the University
- conduct itself in a manner consistent with the goals and objectives of the UOW Alumni Network and the high standards of the University
- contribute to and encourage other alumni to contribute to the objectives of the University and the UOW Alumni Network (for example, scholarships or advising prospective students)
- facilitate alumni networking, professional development, reunions and mentoring
- provide events and opportunities that benefit alumni professionally, socially and personally
- welcome back recent graduates and farewell commencing students (in cities/areas where this is appropriate)
- fundraising, charity work and volunteering

Chapter committee members personally aim to:

- maintain an active interest in the University
- communicate alumni news, interests and needs back to the Alumni Relations Manager
- offer voluntary assistance to the UOW Alumni Network by organising events and contributing to University activities (reunions, interstate and overseas events and activities)
- continue their professional education with the University when appropriate

3.3 Chapter Committee Members

Chapter committee members must be UOW alumni as defined on page two of this document. A minimum of five committee members is recommended, however for continued viability of a Chapter, larger numbers are desirable.

The most important elements of a successful Chapter are its members and the enthusiasm and level of interest of alumni belonging to that group. Without a group of dedicated members Chapters may find it difficult to achieve their goals.

To ensure the further success of a Chapter it is important that a Management Committee be established, consisting of:

- Chair (compulsory)
- Deputy Chair (optional)
- Secretary (compulsory)
- Treasurer (can be combined into the Secretary position)
- Other eg. Promotions Officer

3.4 Role Descriptions

Chair – Leads the Chapter, taking responsibility for strategic planning by projecting annual goals and activities for achievement, and staying in regular contact with the Alumni Relations Manager.



Deputy Chair – Performs the duties of the Chair in the Chair’s absence. Likely successor to the Chair.

Secretary – The main administrator of the Chapter, providing secretarial support, including the recording and distribution of minutes of the meetings. Also manages correspondence for the Chapter and establish and maintain appropriate files for Chapter business.

Treasurer – Manages the financial matters for the Chapter including the collection and recording of monies for Chapter functions.

3.5 Governance

Chapters may develop their own governance subject to approval by the Alumni Development Group. Typically a Chapter will have a Chair, Secretary, Treasurer and committee members serving a two-year term. Chapter by-laws can be developed subject to approval by the Alumni Development Group. [Refer to Chapter By-Laws Example 9.3.](#)

3.6 Planning

Chapters are advised to plan an annual program of activities, which outlines a viable program and the tasks required to achieve its long term goals. This provides a focus for Chapter committee members and allows for the effective promotion of the activities.

Planning diverse activities will generate interest in a Chapter and play an important part in encouraging alumni and the University community to become and remain connected with the Chapter and the UOW Alumni Network.

Suggestions for activities and events include:

- Networking functions
- Seminars or lectures
- Career advice and/or networking
- Mentoring
- Reunions
- Fundraising events for University projects (ie. scholarships)

3.7 Activity Plan

To assist Chapters with their planning, an activity plan for the following year should be developed to set goals and establish programs to achieve these goals. For those Chapters that require support from the UOW Alumni Network for their events or projects, an activity plan must be submitted to the UOW Alumni Network in December of each year for activities occurring in the following year.

The activity plan should include the following:

- detail on planned events or projects
- detail on the budget and support required from the Alumni Relations Manager

3.8 Events and Projects

Chapters can organise events and projects of special interest to their group and that are consistent in nature with the aims and objectives of the University and UOW Alumni Network. Chapters may charge attendance fees for events. The UOW Alumni Network may



assist in the promotion of the events and projects. Chapter events and projects must not exclude participation of alumni outside of the Chapter membership.

3.9 Regular Contact

The Chapter contact person must maintain regular contact with the Alumni Relations Manager either via regular meetings or email communication.

3.10 Committee Member List

Chapters must send an updated committee member list to the Alumni Relations Manager each time there is a change in the composition of the committee.

3.11 Chapter Meetings

Chapters that record meeting minutes are required to send a copy of those minutes to the Alumni Relations Manager as soon as possible. The Alumni Relations Manager may attend the Chapter meetings.

3.12 Annual Report

Every Chapter is required to submit an annual report to the Alumni Relations Manager in December of each year. The annual report should include the following:

- Chapter's overall vision or objectives
- a description of the year's activities and achievements
- a financial report and a copy of bank account statements, if applicable

[Refer to Chapter Annual Report Template 9.1.](#)

4.0 Chapter Funding

4.1 Funding Applications

The UOW Alumni Network receives an annual budget from the University to provide funding to individual Chapters. The Alumni Development Group manages and approves all funding distributed to the Chapters.

Chapters may apply for funding to assist them in their operations in the upcoming year. Funding applications should include:

- the Chapter's activity plan for the upcoming year
- objectives and proposed outcomes of the events or projects in the activity plan
- a budget with estimated costs, the specific amount requested from the Alumni Development Group, and specific amounts available from other sources

[Refer to Chapter Proposal and Funding Template 9.2.](#)

Applications for funding must satisfy several or all of the following guidelines:

- connect alumni to the University and to each other
- promote future alumni engagement with the Chapter and the University
- support the Chapter's activity plan



4.2 Review of Funding Applications

The Alumni Development Group will review the funding applications at their first meeting in the year following the submissions. The considerations used to determine the eligibility of a funding application include, but are not restricted to:

- the availability of other funding for the event or project
- the number of alumni that will benefit from the event or project
- the personal or professional development opportunity presented for alumni

The Chapter contact person will be notified of the outcome of the funding application as soon as possible after the Alumni Development Group's first meeting of the year.

5.0 Communication Services

5.1 General

The UOW Alumni Network communicates regularly with alumni both nationally and internationally through a number of media. This includes, but is not limited to:

- The *Alumni Network Website*, with webpages available for each alumni Chapter
- The *Alumni Network E-News*, an electronic newsletter sent every two months to those alumni for whom the UOW Alumni Network has an email address
- The *Campus News* magazine, a bi-annual publication sent to all alumni worldwide
- Occasional newsletters and invitations from faculties, departments and Chapters

Chapters endorsed by the University have access to UOW Alumni Network communications free of charge, to publish news, events and articles related to the Chapter. Contact the Alumni Relations Manager for advice and assistance.

5.2 Website

The UOW Alumni Network website has space available for each Chapter to maintain a home page, to advertise events and activities and promote participation in their Chapter. These pages are managed by the UOW Alumni Network and content should be submitted to the Alumni Relations Manager.

5.3 Independent Communication

Chapters may publish their own communication of particular interest to their group. The production and distribution costs for this communication, if outside what is provided free of charge by the UOW Alumni Network, must be paid for by the Chapter.

5.4 Database Services

The UOW Alumni Network maintains a database of all UOW graduates and offers a range of services to all Chapters. The database services required by Chapters will vary from project to project and may be discussed with the Alumni Relations Manager.

To ensure the consistency and quality of alumni data, and to protect the privacy of graduates, separate databases are not encouraged. Contact details will not be released to Chapter committee members.



5.5 Privacy

All communication from the UOW Alumni Network includes an opt-out to ensure that the privacy laws are complied with.

If you communicate with alumni independently, you must include the following opt-out on all emails and letters:

Privacy: The University's privacy policy can be found at www.uow.edu.au/about/privacy. If you no longer wish to receive this type of material, please email alumni@uow.edu.au or phone 02 4221 4676.

6.0 Distinguished Service Awards

Chapter committee members can nominate fellow committee members for an Alumni Distinguished Service Award. The nominees must demonstrate the following qualities in relation to their service for the Chapter, the UOW Alumni Network or the University:

- leadership
- community spirit
- innovation
- significant or charitable contributions

The Alumni Development Group will assess the nominations and decide on the recipients of the Alumni Distinguished Service Award(s).

7.0 Alumni Network Management Issues

7.1 Insurance

In certain circumstances the activities of University volunteers may be covered by the University's corporate insurance policies. All Chapters must contact the Alumni Relations Manager prior to organising major events which make reference to the University, or involve University staff, or the use of University logo, name, facilities or premises.

7.2 Liability

Chapter committee members are not authorised agents of the University of Wollongong or the UOW Alumni Network and should not represent themselves as such at any time. No Chapter committee member may enter into any contract or arrangement on behalf of, or for the University.

The University is not in a position to provide legal advice to Chapters, whether in Australia and overseas. The UOW Alumni Network encourages all Chapters to seek independent, local legal advice in their own locations before entering into contracts, incorporating or engaging in any activity which makes reference to, or involves the use of the University logo or name.

Any Chapter that engages in any activity which brings the University into disrepute will be instructed to stop operating immediately by the University, and any such activity that is illegal will be prosecuted vigorously.



7.3 University of Wollongong Logo and Name

The University of Wollongong logo and name are proprietary to the University, and shall not be used without the express prior written permission of the University and only for the specified purposes. Any unauthorised use of the name and logo will be prosecuted by the University.

8.0 Alumni Network Contact Information

UOW Alumni Network
Northfields Avenue
University of Wollongong NSW 2522
Phone: +61 2 4221 4676
Fax: +61 2 4221 5596
Email: alumni@uow.edu.au
Web: www.uow.edu.au/alumni

Alumni Relations Manager

Ms Jocelin Kelly
Phone: +61 2 4221 4676
Email: jocelin@uow.edu.au

Database Administrator

Mrs Rosalind Perry
Phone: +61 2 4221 4258
Email: rperry@uow.edu.au

Database Assistant

Mrs Sue Claypole
Phone: +61 2 4221 3169
Email: claypole@uow.edu.au



9.2 Chapter Proposal and Funding Template

<Insert Chapter Name>

Proposals and Funding for – <insert year>

Proposed Activities

Name of activity/event:

Background:

Objective/s:

Cost: Detail funding required for activity

Support required from Alumni Office:

Example Chapter Proposal and Funding request:

Activity: Seminar lunch – Sydney Business

The inaugural Sydney Business School luncheon is planned for May, 2005. The event will be modelled on the success of the Wollongong Campus breakfasts by incorporating a guest speaker to provide a presentation, announcements covering news or developments at the Sydney Business School and an opportunity to network with attending academic staff, students and graduates. The event will be held in the most appropriate room at the Sydney Business School.

Objectives:

- To create a higher profile of the Sydney Business School to UOW graduates who are now working in Sydney.
- Create a network and alumni relationship for UOW graduates working in Sydney.
- Create an alumni relationship for current students at the Sydney Business School.
- Offer professional development opportunities from the presentations provided by the guest speakers.

Cost:

The planned luncheon for the Sydney Campus is more difficult to determine if it will be self-funding at this stage. The Commerce Business Alumni Network would appreciate monetary support of **\$800** towards holding the luncheon.

Support required from Alumni Office:

- Support to build the database (contacts)
- Provide emailing invitation services for events
- Use of UOW photographer at events
- Assistance in submitting articles in various UOW publications for exposure such as Campus News



9.3 Chapter By-Laws Example

By-laws of the Honorary Chapter of the University of Wollongong Alumni Network

Objective

Members of the Honorary Chapter will at all times individually and collectively take action to promote the reputation of the University of Wollongong, and obtain access to the resources required for it to be one of the most highly regarded Australian Universities.

Membership

All alumni who have been awarded an Honorary Degree, all Professors Emeritus, and all Fellows of the University of Wollongong are eligible for membership. To maintain active membership such alumni must keep the Alumni Relations Manager advised of their current email, or postal address.

Management

The initial committee of management will comprise those active members who were members of the management committee of the former Honorary Chapter of the Alumni Association. Bearing in mind that the principal reason for winding up the Alumni Association was to eliminate the overheads involved in the administration of elections and the preparation of the mandatory reports an attempt has been made to preserve the democratic nature of the network, whilst having regard to the practicality and effectiveness of the organisation.

All active members are eligible for membership of the committee of management, in practice it has been found difficult to find members willing and able to serve. The committee of management should comprise a Chairperson, a Secretary, a Treasurer, and a minimum of two nominated members. To ensure that the committee does not self perpetuate no member may service in a designated office for more than two years and all members should stand down after five years continuous service.

Duties of the Committee

The committee is to plan and carry out a programme of activities aimed at achieving the involvement of as many members as possible in support of our objective.

The committee will seek guidance from the Alumni Relations Manager on University policy, and will report to the Alumni Development Group as required and whenever it has proposals for action in support of its objective which involve actions beyond its ability to implement. It is the responsibility of the committee to solicit nominations annually and for the incoming members to assume office at the first meeting in each calendar year. The retiring officers will report at this meeting.

Communications

For members to act effectively they must have up to date information about the University and the achievements of staff and students. The only cost effective way of doing so is via the internet. Members are encouraged to log onto the UOW website www.uow.edu.au regularly. The Alumni Relations Manager will use email as the preferred method of keeping members informed.