

Appendix A

Duties and Responsibilities of an Alumni Association Advisory Board Member

A Board Member should:

1. Show a willingness to enter into the life of the University, be active in furthering University aims and objectives and act as an ambassador for the University in day to day interactions.
2. Show a willingness to keep up-to-date with University developments and broad Higher Education issues.
3. Attend official Alumni Association meetings and events including at least 2 Advisory Board meetings per annum and one open meeting of the Association for members.
Advisory Board members are also encouraged to attend a number of the following in any one year:
 - a. Graduation ceremonies, especially those that include the bestowing of an Outstanding Alumni Award on an alumnus/a.
 - b. The Annual Cockcroft Rutherford Lecture and its associated receptions.
 - c. Alumni Association events, such as Insights Lectures and networking events.
 - d. Foundation Day
 - e. A student 'phonathon' calling session during a calling campaign
4. Participate in any Alumni Association Advisory Board sub-committees and/or working groups as appropriate.
5. Participate in the Editorial Board of the alumni magazine if invited.
6. Show a willingness to communicate through appropriate channels, with the support of the Division of Development and Alumni Relations (DDAR), with alumni representatives on the University's General Assembly. This communication should be co-ordinated by the Chair of the Advisory Board.
7. Show a willingness to keep up-to-date with University strategy and any operational plans published by the University.
8. Participate in and support alumni group activity in the UK and overseas if appropriate and with the guidance of the DDAR.
9. Encourage other alumni to volunteer for the University.
10. Respond to requests for assistance and advice from the University and DDAR.
11. Promote the University of Manchester in a positive manner, including its fundraising activity.
12. Make positive and constructive suggestions for the development of the Alumni Association within the context of the wider University of Manchester

Duties and Responsibilities of the University in relation to the Alumni Association and Advisory Board
Members

The University and DDAR will:

1. Provide members with relevant documentation and information to keep members up-to-date with current University thinking, strategy and aims and objectives.

2. Provide members with relevant documentation and information to keep members up-to-date with current and emerging alumni activity being taken forward by DDAR for their comment and advice.
3. Provide the Advisory Board and any sub-committees or working groups with suitable accommodation, resources and refreshments for meetings (this may include Skype facilities if members are internationally based)
4. Provide members with appropriate channels for communicating with the following:
 - a. The general alumni population and its sub-groups
 - b. The alumni organisers of local regional and international groups and associations
 - c. Alumni representatives on University Committees.
5. Invite members to University and alumni events with reasonable notice.
6. Provide the Association with suitable administrative support and resources to run its affairs including voting, open meetings for members and any other Association meetings.
7. Represent the interests of the Alumni Association and the Advisory Board when dealing with University staff, students and alumni.