



Alumni Association Committee Terms of Reference

1. The Alumni Association

The Alumni Association is defined in the University's [Charter, Acts, Statutes, Ordinances and Regulations](#) (see Ordinance 11).

2. Alumni Association Committee

2.1 Role

The Alumni Association Committee contributes to building an engaged and supportive alumni community by working in partnership with alumni, the Global Engagement Division (GED) and the wider University. Committee members provide expert advice, strategic insight and specialist contributions, and act in an ambassadorial capacity within the alumni community and for the University as well as supporting the purpose of the Alumni Association.

2.2 Relationship of the Alumni Association and the Development and Alumni Relations Office (GED)

The Executive Director of GED and the Assistant Director of GED are ex-officio members of the Alumni Association Committee.

The Alumni Association Committee and GED work in partnership to develop and support alumni volunteering activity and networks aimed at inspiring alumni to engage with the University and with each other, in the interests of the Alumni Association and the University.

2.3 Purpose

To contribute to building an engaged and supportive alumni community by working in partnership with alumni, GED and the wider University to:

- raise awareness and visibility of alumni contributions and support, and the University by advocating for and championing the alumni community
- help support and develop GED's mission to connect communities to transform lives through the provision of strategic and specialist advice
- contribute to the development of the alumni engagement and events programme and support activity through participation as prominent hosts, champions and ambassadors
- direct and approve the use of Alumni Association funds in accordance with the purpose of the Alumni Association
- act in accordance with the University's governing documents and manage personal behaviour as members of the Committee in accordance with the University's Code of Conduct.

2.4 Committee Membership

A maximum of fourteen members, see Standing Orders for full membership details.

The Committee and GED will work together in partnership to manage the recruitment and succession process in order to maintain full Committee membership.

2.5 Elected Positions on the Committee

The Chair of the Alumni Association Committee is elected by all members of the Alumni Association.

The Deputy Chair of the Alumni Association Committee is elected by members of the committee from within the committee

2.6 Terms of Office

The Chair and members may serve for a period of up to three years in the first instance. Roles are renewable for a further period up to a maximum term of six years with approval from the committee. No member shall serve for more than six years continuously. The Committee and GED will work together in partnership to plan the appointment process.

When a Chair or member steps down from the committee, they must be absent for a period of 12 months minimum before they can apply for a committee role again.

A Deputy Chair is elected for a 12-month term of office at the first committee meeting of the academic year. This term of office runs concurrently with their term of office as a member.

3. Annual Alumni Forum

An annual alumni forum is the annual meeting of the Alumni Association. The purpose of the forum is to build an engaged and supportive alumni community and provide an opportunity for alumni to engage with the Chancellor or Vice-Chancellor, the senior team and leading academics. GED is responsible for the operational delivery and funding of the forum. The Chair of the Alumni Association will preside at the annual forum in the absence of the Chancellor.

Standing Orders

University Statutes and Ordinances

[University constitution](#) | [About the University](#) | [University of Bristol](#)

Alumni Association Committee Membership

The new Committee of the Alumni Association will comprise up to a maximum of fourteen voting members:

1. The Chair of the Alumni Association will also act as Chair of the Committee of the Alumni Association (*ex-officio*);
2. If the Alumni Association Trustee is not the Chair then they will be a member;
3. A senior member of University staff; nominated by the Vice-Chancellor;
4. At least one member of the Alumni Association who was an international student and is now internationally based;
5. At least one member of the Alumni Association who is based in the Bristol region;
6. At least one member of the Alumni Association who graduated within the previous five years (at the time of appointment);
7. Executive Director of Development and Alumni Relations; (*ex officio*)
8. Assistant Director of the Development and Alumni Relations Office, with responsibility for Alumni Relations within GED; (*ex officio*)
9. A Sabbatical Officer of Bristol Students' Union as determined on an annual basis in liaison with the Students' Union; and
10. Further members of the Alumni Association up to a total membership of fourteen.
11. A Deputy Chair of the Alumni Association will be appointed from within the committee membership by the committee members

Membership Notes

- Due consideration will be given to diversity in the process of appointing members to the Committee.
- Roles (4 to 6 and 10) are nominated Committee members, with their appointments informed primarily by the needs of the Alumni Association in its interface with the University's alumni engagement strategy, and the possession of skills and experience necessary to further the wider objectives and priorities of the Association.
- Roles (3, 7 and 8 above) are *ex-officio* and the terms of office detailed in 2.6 is not applied to these positions.
- Role 11 should be elected from within the membership by the membership. Only members in categories 2, 4, 5, 6 and 10 can be appointed to this role.

Meetings

The Committee meets three times per annum, including the annual alumni forum, plus ad-hoc meetings as circumstances may require. Members are encouraged to attend meetings in person, and the University provides facilities for members who wish to participate in meetings via teleconferencing or videoconferencing.

The quorum of the Committee is reached if the Chair and five other members of the Committee are participating (in the room or by digital means).

A record of all meetings in the form of minutes is made available to the members of the Alumni Association for viewing online.

Meetings will be chaired by the Chair or Deputy Chair of the Alumni Association. In their absence, the meeting can be chaired by a nominated member of the committee

Finances

The Alumni Association's financial account is amalgamated within the University endowment fund account and it has a separate financial record.

A legacy of £93k from the former Chair of Convocation, Derek Zutshi, was left to the Alumni Association as a permanent endowment to be invested, with the income generated to be used to support Alumni Association activities. The University also provides an annual grant to the Alumni Association Committee as a demonstration of the University's commitment and support for the Alumni Association and its purposes.

The University Finance Office provides the Alumni Association Committee with financial reports on its University account at each meeting; and ensures that the relevant portion of the Zutshi legacy income is transferred to the Alumni Association account on an annual basis. The annual statement of the Alumni Association funds will be published on the University's website.

Elections and Appointments

Where an election is required, these would be conducted by distance voting and notifications are distributed via email to all members of the Alumni Association; the first past the post rule is applied as appropriate. A Shortlisting panel would be convened for any new appointments to the Alumni Association Committee.

Committee Role Descriptions



Chair of the Alumni Association and the Alumni Association Committee

1 INTRODUCTION

Bristol's diverse and dynamic community of alumni and friends is the University's largest stakeholder group, and this influential and far-reaching network comprises the University's greatest ambassadors. The ambition is that Bristol's alumni and friends will find value and relevance in staying closely connected with the University and that they will, in turn, be inspired to play an active role in the institution's continuing success. The Chair and members of the Alumni Association Committee are key contributors to this ambition, helping to ensure that the University continues to grow and flourish alongside its alumni community.

2 ROLE DESCRIPTION

Job Family:	Voluntary	
Salary range:	Unremunerated – reasonable expenses may be claimed	
Work pattern:	3 meetings per year (minimum)	Term of office: 3 years minimum, 6 years maximum

2.1 Role Purpose, Responsibilities and Duties

The Chair of the Alumni Association plays a significant leadership role in promoting, supporting and representing the interests of alumni and championing their engagement with each other and with the University.

The Chair of the Alumni Association is also the Chair of the Alumni Association Committee.

The Chair will lead the Alumni Association and the Committee in delivering its mission to build an engaged and supportive alumni community by working in partnership with alumni, alumni volunteers and networks, the Development and Alumni Relations Office (GED) and the wider University. Committee members provide expert advice, strategic insight and specialist contributions, and act in an ambassadorial capacity within the alumni community and for the University as well as supporting the delivery of the Alumni Association's mission.

With respect to the University, the Committee will specifically help to support and develop the alumni engagement strategy, meet alumni needs and interests, and build mutually supportive relationships between alumni, the University and both prospective and current students. The Committee will help to deliver the University's strategic priorities and ensure their University continues to grow and flourish.

The Chair of the Alumni Association is an elected position which requires an in-depth understanding of the University's strategy and a commitment to its mission and values, as well as providing the alumni voice in University affairs.

The position of Chair is a high profile and rewarding voluntary role which makes an important contribution to alumni, the University, students and stakeholders. The Chair will lead, direct and motivate the Association and its Committee in fulfilling their responsibilities, developing a deep understanding of GED's Strategy and ensuring the close alignment of key Alumni Association activities. The Chair will also build a strong and productive working relationship with other key alumni, the Director of Development & Alumni Relations and their team in

support of GED, and act as the main point of liaison between the Committee and the wider University community including the Bristol SU, and University Professional Services and Faculties.

The Chair of the Alumni Association is also a member of the University of Bristol Court, which plays an important role in commenting on the affairs of the University.

2.2 Committee Responsibilities

Engaging productively in partnership with GED to;

- raise awareness and visibility of alumni contributions and support, and the University by advocating for and championing the alumni community
- help support and develop GED's mission to connect communities to transform lives through the provision of strategic and specialist advice
- contribute to the development of the alumni engagement and events programme and support activity through participation as prominent hosts, champions and ambassadors
- direct and approve the use of Alumni Association funds in accordance with the purpose of the Alumni Association
- act in accordance with the University's governing documents and manage personal behaviour as members of the Committee in accordance with the University's Code of Conduct.

2.3 Relationships

Alumni: regular contact as the stakeholder community

GED: regular contact as principal strategic partner and key point of liaison and delivery

Professional Services Staff: occasional contact for specialist activity e.g. Careers for matters relating to employability

Academic community: occasional contact for specialist activity e.g. lectures, research updates

Alumni networks: branches, hall and sports associations, clubs, societies and informal groups: occasional contact

Alumni volunteers: alumni that give their time to support to the University community

2.4 Time commitment

The individual elected will Chair the Committee of the Alumni Association and encourage all members to participate in discussions and activity. The Committee typically meets three times a year, with most meetings taking place mid-week. Members are asked to hold up to 4 hours in their diaries for these meetings. University Court meets annually.

Outside of Committee meetings, the Chair will engage closely with the Assistant Director of GED - Engagement and be involved in associated activity and events in Bristol, London or remotely over the phone and skype.

There will also be opportunity for the Chair to act as host, representative and ambassador at University and alumni events: including graduation ceremonies, alumni awards, a variety of other alumni and student networking and promotional events. The Chair may also be asked by Association members to participate at Association events when required.

The estimated time commitment range for the role of Chair is c.12 -14 days a year.

3 PERSON SPECIFICATION

3.1 Relevant Experience, Skills and Knowledge

Required

a) **General experience**

- A demonstrable enthusiasm for the work of the University and the importance of higher education, and ability to develop an in-depth understanding of the University Strategic Plan, GED Strategy and the wider strategic perspective including the key challenges and opportunities for HE today and in particular the University of Bristol
- Commitment to promoting, advocating and supporting the mission and vision of the Alumni Association and the University, with an understanding and enthusiasm for developing alumni and friends' relations through strong social and professional
- A commitment to equality, diversity and inclusion with an inclusive and motivational style with the ability to optimise the contributions of Committee members, and the ability to establish and maintain positive relationships with a wide range of people and communities internally and externally
- The ability to understand and connect with the student community as part of the alumni engagement lifecycle
- The ability to demonstrate high standards of conduct and integrity with a high level of credibility at a senior level
- The ability to recognise, understand and respond to different social and cultural perspectives, specifically recognising the diversity of the university and alumni communities

b) **Specialist experience**, preferably with strategic accountability, **in two or more** of the following areas. The Committee will benefit most from people with the skills to inspire, engage and value volunteers in the specific fields included below

- Chairing boards or influential committees for major companies or leading organisations
- networks
- Extensive experience in a non-executive role for a similar complex organisation at Board level or similar
- Growth and development of alumni, membership, community or stakeholder groups and organisations
- Enterprise and innovation as an entrepreneur/intrapreneur, innovator, business angel or advising on business start-ups and growth
- Graduate recruitment and employability for business/government/ third sector
- Marketing and communications including digital transformation
- PR, media, and major events
- International working in a professional capacity, particularly in SE Asia, China or the USA

Desirable

- Developing or leading major volunteering initiatives and programmes for leading business, governmental organisations or charities
- Establishing new Boards and Committees
- Experience of Philanthropic fundraising for HE or the charity sector



Alumni Association Committee Member

1 INTRODUCTION

Bristol’s diverse and dynamic community of over 170,000 alumni and friends is the University’s largest stakeholder group, and this influential and far-reaching network comprises the University’s greatest ambassadors. The wish is that all Bristol graduates will find value and relevance in staying closely connected with the University and that they will, in turn, be inspired to play an active role in the institution’s continuing success. The Chair and members of the Alumni Association Committee are key contributors to this ambition, helping to ensure that the University continues to grow and flourish alongside its alumni community.

2 ROLE DESCRIPTION

Job Family:	Voluntary	
Salary range:	Unremunerated – reasonable expenses may be claimed	
Work pattern:	3 meetings per year (minimum)	Term of office: 3 years minimum, 6 years maximum

2.1 Role Purpose, Responsibilities and Duties

Committee members will play a key role in delivering the Alumni Association’s mission to build an engaged and supportive alumni community by working in partnership with alumni, alumni networks, the Development and Alumni Relations Office (GED) and the wider University. Committee members will provide expert advice, strategic insight and specialist contributions, and act in an ambassadorial capacity within the alumni community and for the University as well as supporting the delivery of the Alumni Association’s mission.

With respect to the University, the Committee will specifically help to support and develop the alumni engagement strategy, meet alumni needs and interests, and build mutually supportive relationships between alumni, the University and both prospective and current students. The Committee will help to deliver the University’s strategic priorities and ensure their University continues to grow and flourish.

The role of Committee member is a rewarding voluntary position which makes an important contribution to alumni, the University, students and stakeholders, and members are recognised as key volunteers within the University community.

2.2 Committee Responsibilities

Engaging productively in partnership with GED to;

- raise awareness and visibility of alumni contributions and support, and the University by advocating for and championing the alumni community
- help support and develop GED’s mission to connect communities to transform lives through the provision of strategic and specialist advice
- contribute to the development of the alumni engagement and events programme and support activity through participation as prominent hosts, champions and ambassadors
- direct and approve the use of Alumni Association funds in accordance with the purpose of the Alumni Association

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2.3 Relationships

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Academic community: occasional contact for specialist activity e.g. lectures, research updates

Alumni networks: branches, hall and sports associations, clubs, societies and informal groups: occasional contact

2.4 Time commitment

The Committee typically meets three times a year, with most meetings taking place mid-week. Members are asked to hold up to 4 hours in their diaries for these meetings. The typical cycle of meetings is September; June (the Alumni Forum); and March.

There are many other opportunities for Committee members to engage with, and support University and alumni events: including graduation ceremonies, alumni awards, a variety of other alumni and student networking and promotional events.

The estimated time commitment range for Committee members is 5-8 days a year.

3 PERSON SPECIFICATION

3.1 Relevant Experience, Skills and Knowledge

Required

c) **General experience**

- A demonstrable enthusiasm for the work of the University and the importance of higher education, and ability to develop an in-depth understanding of the University Strategic Plan, GED Plan, Alumni Engagement Strategy and the wider strategic perspective including the key challenges and opportunities for HE today and in particular the University of Bristol
- Commitment to promoting, advocating and supporting the mission and vision of the Alumni Association and the University, with an understanding and enthusiasm for developing alumni and friends' relations through strong social and professional networks
- An inclusive and motivational style with the ability to optimise the contributions of Committee members, and the ability to establish and maintain positive relationships with a wide range of people and communities internally and externally
- The ability to understand and connect with the student community as part of the alumni engagement lifecycle
- The ability to demonstrate high standards of conduct and integrity with a high level of credibility at a senior level
- The ability to recognise, understand and respond to different social and cultural perspectives, specifically recognising the diversity of the university and alumni communities

- d) **Specialist experience**, preferably with strategic accountability, **in one or more** of the following areas. The Committee will benefit most from people with the skills to inspire,

engage and value volunteers in the specific fields included below.

- Growth and development of alumni, membership, community or stakeholder groups and organisations
- Enterprise and innovation as an entrepreneur/intrapreneur, innovator, business angel or advising on business start-ups and growth
- Graduate recruitment and employability for business/government/ third sector
- Marketing and communications including digital transformation
- PR, media, and major events
- International working in a professional capacity, particularly in SE Asia, China or the USA
- Extensive experience in a non-executive role for a similar complex organisation at Board level or similar

Desirable

- Experience working in a voluntary or non-executive board level role for major companies or leading organisations
- Developing or leading major volunteering initiatives and programmes for leading business, governmental organisations or charities
- Experience of Philanthropic fundraising for HE or the charity sector



Deputy Chair of the Alumni Association and the Alumni Association Committee

1 INTRODUCTION

Bristol's diverse and dynamic community of over 170,000 alumni and friends is the University's largest stakeholder group, and this influential and far-reaching network comprises the University's greatest ambassadors. The wish is that all Bristol graduates will find value and relevance in staying closely connected with the University and that they will, in turn, be inspired to play an active role in the institution's continuing success. The Chair and members of the Alumni Association Committee are key contributors to this ambition, helping to ensure that the University continues to grow and flourish alongside its alumni community.

2 ROLE DESCRIPTION

Job Family:	Voluntary	
Salary range:	Unremunerated – reasonable expenses may be claimed	
Work pattern:	3 meetings per year (minimum)	Term of office: 12months

2.1 Role Purpose, Responsibilities and Duties

The role of Deputy Chair of the Alumni Association and the Alumni Association Committee will be appointed from within the membership of the committee and by the membership for a period of 12months.

The purpose of the Deputy Chair is to substitute for the Chair, should they be unavailable. The responsibilities will therefore align with the Chair to include, but not limited to:

Association activities: The Deputy Chair will support the build of a strong and productive working relationship with other key alumni, the Director of Development & Alumni Relations and their team in support of GED's mission. The Deputy Chair may make budget spend decisions in line within the existing framework

Committee activities: Absent the Chair, the Deputy Chair will chair the Alumni Association Committee meetings in accordance with the terms of reference and the meeting schedule

University activities: Absent the Chair, the Deputy Chair may be asked to attend meetings or ceremonial events to represent the Alumni Association.

2.2 Committee Responsibilities

As member, plus:

- Chairing the meeting when delegated the responsibility by the Chair. This could be when the Chair is absent or when the Chair needs to be recused

2.3 Relationships

Relationships are the same as for a member

2.4 Time commitment

Time commitment is the same as for member

3 PERSON SPECIFICATION

3.1 Relevant Experience, Skills and Knowledge

Person specification is the same as for committee member