



Functions, Goals and Code of Conduct of the Alumni Council and its Members (2023-2024)

The functions of the Alumni Council as stipulated by the University Regulations¹:

- (a) Facilitate the work of alumni and University-recognised alumni bodies.
- (b) Work with relevant areas of the University to set requirements, and achieve specific measurable goals against those requirements, which may include requirements for:
 - (i) assisting with activities that promote and enrich the student experience;
 - (ii) enabling alumni-led career opportunities for students and alumni;
 - (iii) working with the University to provide advice in development of policy in relation to alumni and their role in the University community;
 - (iv) assisting with the promotion of the University;
 - (v) encouraging amongst alumni a culture of financial giving to the University; and
 - (vi) any other matter as agreed between Council and the Alumni Council.
- (c) Deal with matters of interest to alumni and University-recognised alumni bodies, including their relationship with the University.

The goals of the Alumni Council:

Measurable goals will be identified by the Alumni Council compatible with the University's new Alumni Relations Strategy which will be developed in January- March 2023 with input from Alumni Council members.

¹ Item 15 – Alumni Council
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Appointed or elected for a term of two years, each Alumni Council Member contributes in ways that are reflective of their skills, experience, and interests. Membership responsibilities include to:

1. Be informed about the Alumni Council, its roles and activities.
2. Attend a minimum of three out of four Alumni Council meetings held each year:
 - a. plan your schedule to enable regular attendance at Alumni Council meetings, be on time, and stay until the business is concluded.
 - b. read papers and be prepared to discuss agenda items and issues.
 - c. contribute your knowledge and expertise through expressing your points of view.
 - d. consider other points of view, make constructive comments and suggestions to help the Alumni Council make decisions that benefit the University, students and alumni.
 - e. advise the President in advance if you are not able to attend any meeting.
3. Participate in Alumni Council annual planning meetings, committees and working groups.
4. Participate in relevant University events (in-person and virtual).
5. Support University messaging across platforms where possible and as appropriate.
6. Support and create awareness of the Alumni Council member elections.
7. Undertake all duties and activities in a positive and respectful manner as befits a lead role model of the University community, including adherence to the University of Melbourne Appropriate Workplace Behaviour Policy.

Alumni Council Code of Conduct:

The University does not tolerate acts of violence, assault or aggression in any form or manifestation.

Members must not directly or indirectly, or incite or assist others to, engage in any of the following behaviours, as defined in [section 7 of the Appropriate Workplace Behaviour Policy \(MPF1328\)](#):

- a) unlawful discrimination against other individuals based on a protected attribute defined in this policy or at law;
- b) harassment;
- c) sexual harassment;
- d) sexual assault;
- e) physical or verbal assault;
- f) bullying;
- g) stalking;
- h) victimisation;
- i) vilification of an individual or group of individuals;
- j) child abuse or any form of unlawful dealing with a child; or
- k) wilful or deliberate breach of the positive obligation to protect the interests of students of the University as described at [section 4.9 of the Appropriate Workplace Behaviour Policy \(MPF1328\)](#).

Volunteers who are engaging in inappropriate behaviour or who are determined to be breaching the terms outlined in the University of [Melbourne Appropriate Workplace Behaviour Policy](#) understand that they will be suspended from the Alumni Council at the University's discretion.