



Guidelines for groups

ALUMNI ASSOCIATION RESOURCE PACK

ADVANCEMENT OFFICE
THE UNIVERSITY OF MELBOURNE



VOLUNTEERING AT THE

UNIVERSITY OF MELBOURNE

The University of Melbourne appreciates the significant contribution of its volunteers and seeks to ensure that all volunteers are well supported during their service.

The University endeavours to comply with the national standards for involving volunteers in not-for-profit organisations provided by Volunteering Australia. The University is committed to its volunteers and agrees to:

- Communicate the University's expectations, standards and services to ensure the volunteer can perform their role
- Advise the volunteer about their obligations relating to confidentiality, privacy, conduct and any other terms and conditions which may apply during and, in some cases, after the completion of their volunteer role at the University
- Provide the volunteer with access to relevant University facilities to enable them to undertake their role.

ALUMNI ASSOCIATIONS

Alumni Associations are valuable groups of University of Melbourne alumni whose activities offer regular opportunities for alumni to stay involved and active in the life of the University.

Run by volunteers, these formally affiliated groups assist the University by extending its connection with alumni on a global scale and enable its graduates to connect with one another for personal and professional benefits.

Delivering a range of mutually beneficial outcomes to their volunteer committees, they provide a great way for alumni

to learn new skills, expand their networks and develop leadership all the while enabling graduates to connect with each other on a global scale.

The University recognises the value of these networks and aims to provide alumni volunteers with the resources, support and guidance required to successfully execute their programs.

As entities independent to the University, Associations are ultimately responsible for the conduct and management of their own programs. These guidelines provide a framework that Associations can use to better understand their roles and responsibilities.

Individuals should seek independent legal advice in relation to the specific requirements of their Association such as liability and registration.

ALUMNI ASSOCIATIONS

- Organise activities and events at which alumni can connect with the University and each other
- Communicate to local alumni communities with updates on University news and alumni related opportunities
- Advocate and mobilise alumni to support the University through the contribution of time, advice, services or philanthropic gifts
- Promote professional development and further education opportunities for alumni
- Host at least one Annual General Meeting per year
- Submit activity outcome reports to the Advancement Office following each University of Melbourne funded event.

ALUMNI ASSOCIATION VOLUNTEER COMMITTEE MEMBERS

- Maintain a strong knowledge of the University and its activities
- Act as a spokesperson for alumni by communicating alumni views, needs and interests specific to their constituent group
- Are informed about the Alumni Association, its mission, members, projects, and activities
- Play an active part in recruiting new members and encourage them to stay connected
- Encourage members to take up leadership positions in periods of transition
- Regularly attend and contribute ideas at Association meetings
- Actively participate in the programming and coordination of Association events
- Regularly attend University and Association events
- Assist in the recruitment of alumni for University profiling, marketing and recruitment activities.

VOLUNTEER ROLES

Suggested term of office: two-three years

PRESIDENT

- The President oversees the organisation and affairs of the Alumni Association Committee and is responsible for keeping the members informed on Committee matters. The President will preside at all committee meetings and will represent the Association in its dealings with external parties.

- The President can form committees to tackle specific duties or undertake specific projects for the benefit of the Association. The President shall appoint a chairperson for such committees and may make recommendations to expand the Committee.
- They will submit a President's report at meetings of the Executive Committee.

VICE-PRESIDENT

- The Vice-President will assist the President in their day-to-day duties in leading the Alumni Association and will act on behalf of the President in their absence.
- The Vice-President should be elected as the most likely candidate to lead the Association as successor to the current President in times of leadership transition.

SECRETARY

- The Secretary will keep all records relating to the Alumni Association, except those relating to financial matters, and be responsible for their accuracy.
- They will keep minutes of all Annual General Meetings and meetings of the Executive Committee and provide copies to the UoMA Alumni Relations Office for record keeping. They will maintain an up-to-date membership list at all times.

TREASURER

- The Treasurer will keep all funds and collect and disburse them on behalf of the Alumni Association and will keep an account of all monetary transactions and will be responsible for their correctness.
- They will submit a Treasurer's report at meetings of the Executive Committee.

COMMITTEE MEMBERS

- The Committee members will consist of alumni representatives from groups that reflect the needs of the local alumni community based on locations, faculties, or period of study.
- Committee members voice the aspiration of all community members, particularly in the decision-making process involved in governing the Alumni Association.
- They do not have any Executive Committee role, unless they accept to hold an Executive Committee position as appointed or requested via the election process at an AGM.
- All Committee members (executive and otherwise) will be included in the life of the University and invited to attend events such as significant public lectures, graduate exhibitions and alumni dinners as well as hospitality with visiting deans and distinguished alumni and academics.

SPECIALIST ROLES

Some Alumni Associations may appoint specialist roles to give focus to specific areas or projects. These may include, but are not limited to:

- Event coordinator
- Digital communications
- Faculty/University liaison
- Patron

TERMS AND CONDITIONS

Volunteers engaged with an Alumni Association are bound by the terms set out in the following University policies:

- [University of Melbourne Appropriate Workplace Behaviour Policy \(MPF1328\)](#)
- [University of Melbourne Privacy Policy \(MPF1104\)](#)

INAPPROPRIATE BEHAVIOUR

Volunteers who experience inappropriate behaviour during their tenure as an Alumni Association volunteer must immediately report the incident in writing to Jenny Williams, Program Lead, Global Communities (jennifer.williams1@unimelb.edu.au) or their nominated Relationship Manager.

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 Association at the University's discretion.

CONFIDENTIALITY AND DATA

All data provided to you as an Alumni Association volunteer is confidential information and is to be used strictly for the purposes of undertaking your role as a volunteer.

Personal details of alumni may not be passed onto third parties for any reason. All data collected by the University for the purposes of running its alumni and student programs are governed by the [University of Melbourne Privacy Policy \(MPF1104\)](#).

Confidential information means any information developed and/or received by you that is designated as confidential by the University and includes: (a) names or contact information (b) personal details about an individual's racial or ethnic origin, political opinions or political memberships, religious or philosophical beliefs

or information, membership of professional or trade association or union, sexual preferences or practices or criminal history; (c) personal information as defined under the *Information Privacy Act (Vic) 2000* and this refers to any information or opinion whether true or not about an individual whose identity can be ascertained from that information or opinion or (d) health information as defined under *Health Records Act (Vic) 2001* and refers to any information or opinion about the physical, mental or psychological health or disability (at any time) or (e) any information about donations made by an individual or organisation.

CODE OF CONDUCT

The Alumni Association Code of Conduct sets out the standards of behaviour expected of our volunteer leaders. In agreeing to volunteer with an Alumni Association, you must also agree to adhere to these codes at all times.

ALUMNI ASSOCIATION VOLUNTEERS MUST:

- Be diligent in their role and fulfil agreed commitments
- Observe confidentiality and not share contact details with third parties unless with written permission by participants
- Maintain professional standards of behaviour and accountability
- Become familiar with all the material provided in the Alumni Group Guidelines document, including the criteria, privacy and branding procedures
- Treat all people associated with the University organisation, including staff, fellow volunteers and prospective students with respect
- Not take advantage of their position as a volunteer in any way
- Be open to feedback from University staff and respond appropriately
- Be honest at all times and actively report issues or concerns to their Alumni Association Relationship Manager
- Act as a positive role model to prospective students and alumni and represent the University in a professional manner
- Adhere to the policies and procedures established by the University
- Adhere to the legislative requirements of the University
- Not speak negatively about other schools or universities
- Work collaboratively with staff from the University of Melbourne on events and activities where applicable

VOLUNTEERS

The most successful and long-standing Alumni Associations rely on the time, energy, interest, organisational skills and practical help of its volunteer members. The volunteers who drive and manage an Association are invaluable to the ongoing success and survival of the group.

These volunteers are usually responsible for:

- Organising communications and events
- Managing finances and administration
- Communicating regularly with the University
- Recruiting and supporting new volunteers
- Increasing membership and / or awareness of the Association
- Meeting mutual obligation requirements with the University

The organisation and structure of volunteer roles will depend on the structure and formality of the Association. However, it is important to note that volunteering requires commitment and time. It is a good idea to involve enough volunteers so that workload can be shared and to ensure the long-term sustainability of an Association. Applying a limited term (two to three-year minimum) for Executive Committee members and implementing a structure that supports succession planning is recommended.

Alumni Associations are asked to provide UoMA with an updated list of its Executive Committee and other volunteer members on an annual basis and are required to advise of changes in a timely manner. It is important that UoMA is aware of the volunteer contribution made by Alumni Association Committee members to ensure that these contributions can and will be appropriately recognised.

It is also important that current volunteers consider how to recruit and support new volunteers to ensure the ongoing success of the Association.

UoMA can offer support and advice on identifying and recruiting volunteers, by delivering volunteer recruitment information sessions, taking expressions of interest and onboarding new Committee members. Having a transparent succession plan may encourage some members to commit to staying on the Committee if opportunities to take on senior roles in future are supported and fostered.

STRUCTURE

Choosing the right structure for an association is important. Most Alumni Associations are unincorporated associations – meaning they are not legal entities, but rather a group of people who come together to promote a common interest or group activity.

An incorporated association is a legal entity which is created under the appropriate legislation of the state, territory or country in which the association is formed.

Within Australia, there is no legal requirement to incorporate an Alumni Association, although it may be a good idea to do so if membership fees are charged and the association's volunteer management committee is responsible for members' funds.

In some countries there are legal requirements that any kind of association must be formally established and registered with the appropriate authorities. Alumni who wish to establish a new Association overseas are advised to seek professional advice specific to their region.

University of Melbourne Alumni Associations are required to formally elect office bearers including a President, Secretary and Treasurer. Other elected roles may include a Vice-President and/or Patrons – usually distinguished alumni who can offer advice but are not involved in the 'hands-on' management of the association. It is also recommended that volunteers are assigned key projects or areas of responsibility such as written communications, event coordination and the management of online networks.

It is a requirement of the University of Melbourne that all members of the Alumni Association's Executive Committee (President, Vice-President, Secretary and Treasurer) complete an Alumni Volunteer Agreement and return it to UoMA.

ADVOCACY, EXPECTATIONS AND RESPONSIBILITIES

WHAT YOU DO FOR US:

- Provide valuable advocacy on behalf of the University by sending communications at least twice annually, either in print or online with local alumni communities providing updates, including University news and alumni related activities and opportunities
- Organise a program of at least four activities per year at which alumni can connect with one another in person
- Actively seek new Committee members and encourage members to take up leadership positions on the Executive Committee and exercise succession planning particularly in the lead up to Annual General Meetings and periods of leadership transition
- Encourage alumni to update their details via the University's Alumni and Giving website
- Maintain clear lines of communication with the UoMA through the provision of an annual activity report

- Provide timely and accurate grant applications and outcome reports for reporting and budgeting purposes
- Represent the University of Melbourne at local government, embassy and VIP functions

To ensure the University is kept informed about the management of its alumni groups, Alumni Associations are required to nominate at least one representative with whom the University can communicate directly, who will coordinate:

- On an annual basis, an updated list of the Alumni Association Committee members and each time there is a change to be sent to the nominated Relationship Manager
- On an annual basis, an indicative program of events for the coming year, including the date of flagship activities and the Annual General Meeting to the nominated Relationship Manager
- On an annual basis, the sending of a report outlining the association's activities, suggestions and feedback including any additional self-managed engagement figures as appropriate to the nominated Relationship Manager
- On a needs basis, the completion and submission of grant application and funding outcome forms to the nominated Relationship Manager.

WHAT WE DO FOR YOU:

The UoMA Office provides a range of support for Alumni Associations, including but not limited to:

- Event registration and promotion
– via email and social media
- Notification of any funding opportunities available, including proposal submission dates and announcement dates
- Campaign and program updates

- Alumni Community Snapshot reports
- Volunteer recruitment and new member induction
- Alumni Association Leaders Newsletter
– two per year
- Alumni Association Zoom Video Conferences
– two per year

The University places great importance on maintaining effective working relationships with its affiliated Alumni Association volunteers through the provision of regular and clear communications that:

- Enhance Associations' knowledge and understanding of the University, the Campaign, academic achievements, alumni opportunities and strategic direction
- Build capacity in Committee members to act as spokespeople on behalf of the University and when engaging with members of the alumni community
- Highlight to Committee members the benefits of remaining engaged as alumni volunteers and inspire them to actively support the expansion of the group within the University of Melbourne's alumni network

These communications empower Association Committee members to act as advocates for the University and assist in the delivery of key messages to the wider alumni community.

The University will also nominate one permanent staff member as a Relationship Manager to be available to answer questions and discuss the strategic direction of the Association.

FUNDING

All alumni groups, whether affiliated or not, are expected to be largely self-funding, but Alumni Associations may apply to the University for additional funds. UoMA has a limited budget available to help resource some activities undertaken by Alumni Associations.

As outlined in the **Alumni Association Grant Guidelines**, these funds are distributed equitably based on the needs and resources of each group and the strategic outcomes of the proposed purpose. Funding opportunities will be communicated to all Alumni Associations in a timely manner and applications will be assessed on a case-by-case basis and are subject to funding availability.

Funding from UoMA is offered under two categories: Organisational Grants and Activity Grants.

Activity Grants are designed to subsidise or cover the costs of venue hire, catering, promotional material or other expenses associated with alumni activities or events.

Organisational Grants are designed to cover the extraordinary administrative fees, including business registrations fees, website domain names, accounting and auditing costs that may apply to Associations in some regions.

Annual Welcome events are funded separately via grant application as per the individual needs of each Alumni Association.

PREREQUISITES OF GRANT FUNDING:

- The Alumni Association must have signed an Alumni Association Agreement
- The Association must have accurately completed the appropriate Grant Application Form and must agree to complete and return the appropriate Grant Outcome Report.

PRIORITY WILL BE GIVEN TO APPLICATIONS THAT:

- Promote or raise the profile of the Alumni Association
- Provide sustainable and innovative ways for alumni to connect with each other
- Have not benefited from University-managed activities in their location or region in the same calendar year.

Full criteria and conditions of University grants and an outline of the application process can be found in the Alumni Association Grant Guidelines.

In addition to funding sourced from UoMA, Associations may choose to fund their activities by:

- Charging annual membership fees and/or event registration fees
- Seeking cash sponsorship from third parties to cover or subsidise event costs
- Negotiating a funding arrangement with a University faculty based on the purpose and outcomes of that particular activity.

Please contact UoMA to discuss the best funding model for the proposed activity.

CONTACT US

UoMA Alumni Office

University of Melbourne

T: +61 3 8344 1746

E: jennifer.williams1@unimelb.edu.au