



Alumni networks

ALUMNI ASSOCIATION RESOURCE PACK

ADVANCEMENT OFFICE
THE UNIVERSITY OF MELBOURNE



ABOUT NETWORKS

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 of Melbourne Advancement (UoMA) office maintains a register of Alumni Networks and seeks to support them as resources allow. UoMA recognises the value of these networks and aims to encourage the valuable advocacy they provide.

Networks have an informal relationship with the University and are ultimately responsible for the conduct and management of their programs. These guidelines provide a framework that Networks can use to understand their roles and responsibilities.

CRITERIA

Alumni Networks are defined as alumni groups which represent communities of less than 1000 alumni and that are informal in nature, or defined by discipline or professional focus. These Networks are often based on industry or professional interests.

PURPOSE

The role of the Alumni Network is to represent alumni communities, provide advice, share experiences and connect fellow alumni with each other and the University.

BENEFITS

The Alumni Networks program aims to provide alumni volunteers involved in the operation of the groups with the satisfaction that comes from:

- Engaging alumni and connecting them with each other and the University
- Sharing local or industry knowledge with the University of Melbourne
- Expanding their professional and personal networks.

GOVERNANCE

These groups operate under a less formal structure than Alumni Associations, requiring only a **Letter of Agreement** to be signed. Volunteer leaders of Alumni Networks are encouraged to contact the UoMA Alumni Office so they may be added to the University's groups register. Networks may be assigned a relationship manager who will act as their main point of contact at the University.

FUNDING

Alumni Networks may be eligible to receive funding for specific engagement activities. Networks wishing to request support should contact their relationship manager at least four weeks prior to requiring the funds. Funding requests will be submitted in writing via the Alumni Networks Activity Grant Form and will be granted at the discretion of the Network's relationship manager. All funding will need to be acquitted using the Alumni Networks Activity Grant Outcome Report Form.

COMMUNICATIONS SUPPORT

Alumni Networks may request communications be sent on their behalf to their communities upon arrangement with their relationship manager. A minimum four weeks' notice by email is required.

STEPS TO FORMING AN

ALUMNI NETWORK

A HOW-TO GUIDE:

- Read the **Alumni Groups Guidelines**
- Contact UoMA to discuss the proposed Alumni Network
- Gauge the feasibility and level of interest in the target group in consultation with the UoMA Alumni Office
- Discuss possible models and decide the best structure for the group
- Register your Network by submitting an **Alumni Networks Terms of Reference** outlining:
 - **Key purpose** – The Network’s key purpose and how it aims to meet serve the needs of its alumni community
 - **Key market** – The alumni group (region or discipline) the Network aims to serve
 - **Proposed activities** – An overview of the Network’s proposed annual activity program
- Work with UoMA Alumni Relations Office to receive an assigned Relationship Manager

CONTACT US

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