

Brunel Alumni Advisory Board - Duties and Responsibilities

In accepting a two-year appointment for the Brunel Alumni Advisory Board (AAB) with the Development and Alumni Relations Office (DARO), members agree to fulfil the duties and responsibilities associated with AAB membership.

A BOARD MEMBER WILL:

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| Be an ambassador for Brunel | <ol style="list-style-type: none">1. Be the voice of our graduates and be committed to representing the alumni community as an ambassador and advocate for the University, making a positive and lasting impact on our global alumni network, our students, and the wider Brunel community.2. Champion Brunel and be invested in the future of the University and the work of DARO with positive and constructive advice and suggestions.3. Be active in furthering University aims and objectives and a willingness to keep up-to-date with the latest Brunel developments and broader Higher Education sector updates.4. Show a willingness and enthusiasm to keep up-to-date with campus news, plans, and updates published by the University by reading alumni publications and other University materials, including alumni newsletters, our annual Link Magazine, and news stories. |
| Attend meetings and share feedback | <ol style="list-style-type: none">1. Contribute expertise, advice, ideas and feedback on new initiatives and strategies; share student and graduate experiences to support future plans; and communicate ideas to grow, engage and strengthen links with our global alumni community to provide a meaningful lifelong support network.2. Support DARO in their work by informing them of opportunities for development and/or funding.3. Attend official AAB meetings which will take place online three times each year, run termly and in line with the academic calendar.4. Regular attendance at all AAB meetings is expected to be a high priority.5. Be prepared for each meeting by reading and engaging with the papers and updates circulated by DARO beforehand.6. Respond to additional ad-hoc requests for assistance and advice made via email within the requested timeframe.7. Be willing to communicate with DARO and fellow AAB members through appropriate channels, as co-ordinated by DARO. |
| Show support | <ol style="list-style-type: none">1. Set the example for all other alumni by actively participating in the life of the University and the alumni network, including engagement with the Brunel Network.2. Become familiar with the programmes, events and activities coordinated by DARO and participate in them to the extent possible, attending a selection in any one year, including awards events, networking events, and country-specific Alumni Association activities (where appropriate).3. Assist DARO in identifying individuals for alumni awards. |

BRUNEL AND THE DEVELOPMENT AND ALUMNI RELATIONS OFFICE WILL:

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| <ol style="list-style-type: none">1. Be flexible with meeting dates and times to allow for employment commitments and time zone differences.2. Ensure all AAB members are provided with the relevant documentation and information ahead of meetings to keep members up-to-date with University aims, strategies, and initiatives where required.3. Keep all AAB members informed of new and existing alumni initiatives for their feedback and advice where required.4. Represent the interests of AAB members when dealing with University staff, students and alumni. |
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