

Brunel Alumni Advisory Board - Terms of Reference

Overview:

- The Alumni Advisory Board (AAB) works to connect, celebrate, and represent the Brunel University London global alumni community to enrich the quality of our alumni and student offering.
- Consisting of a selection of up to 10 alumni volunteers, the AAB works in partnership with the Development and Alumni Relations Office (DARO) for the purpose of providing expertise and feedback on current and future engagement strategies and helping to communicate our vision externally.
- The AAB is an important sounding board for Brunel, aimed at building a deeper relationship of mutual benefit with its alumni as a driving force to support, provide advice and refine the effectiveness of Brunel's alumni engagement and fundraising strategies as well as wider University initiatives.

Our aims:

- Create an active and enduring relationship between the alumni community, DARO, and the wider university.
- Represent the views of our alumni community in contributing advice and feedback on new initiatives and strategies; sharing student, graduate and donor experiences to improve our offering; and communicating ideas to grow and strengthen links with our global alumni community to provide a lifelong support network.
- Emphasise the importance we place on the voice of our alumni and represent a community that are invested in the future of the university, champion Brunel, and communicate its vision externally.
- Reflect diversity of thought and experiences in our decision-making with a Board that is diverse in age, gender, ethnicity, location, industry / profession, and academic affiliation.
- Foster loyalty and philanthropic support through the wisdom, advocacy and professional networks of our graduates.

Core values:

- **Mutual respect:** Members are a valued resource and an advocate for the University, encouraged to share their expertise and feedback whilst not feeling overburdened with work for the Board.
- **Collaboration and partnership:** Creating a culture of partnership, with members advising on initiatives that affect fulfilment of the strategic plan and our alumni support offering.
- **Connection and engagement:** Ensuring members feel valued and part of the conversation with regular communications and meetings providing progress updates on our goals and keeping members looped into Brunel's priorities.
- **Creating affinity:** Members are nurtured as a key institutional resource, tapping into their strong connection and affinity with the University and maintaining mutually engaged relationships.

Key asks:

- Be an ambassador and show support for Brunel with a passion for its future development.
- Attend regular meetings and maintain an understanding of the higher education sector.
- Provide ideas on how to best engage with our global alumni network.
- Share advice on how to develop our lifelong offering of support to our alumni community.
- Provide ideas and feedback on fundraising projects, how to best engage with donors, policies, strategic plans and new initiatives.

Benefits to our alumni:

- Be the voice of our graduates and represent the alumni community, making a positive and lasting impact on our global alumni network, our students, and the wider Brunel community.
- The opportunity to provide feedback and share personal student and graduate experiences to influence our lifelong alumni and student offering and shape new initiatives and strategies.
- The opportunity to undertake professional volunteering and give back to Brunel, working alongside a team to affect change
- The opportunity to be involved in decisions on where donations are allocated and play a fulfilling role in creating life-changing experiences for young people
- The opportunity to network with senior stakeholders, including fellow alumni and Brunel staff

Expectations:

Members	<ul style="list-style-type: none"> • The AAB will consist of up to 10 members in total. • Alumni can be appointed / invited to apply by DARO or can nominate themselves via our application process: <ul style="list-style-type: none"> • Up to 7 members of the alumni community to be invited and appointed by DARO based on current engagement with alumni initiatives. • Up to 3 self-nominated members of the alumni community. • The Board will reflect a range of subject areas, graduation years, ages, gender, ethnicity, industries and location. • Members will have an understanding of the higher education sector and act as an ambassador for the University and its alumni community through formal and informal networks including the Brunel Network, sharing feedback and engaging with alumni communications (see 'Duties and Responsibilities' document). • The Board will be chaired by a member of the senior leadership team or a member of DARO to maintain control of the conversation and agendas.
Membership / length of term	<ul style="list-style-type: none"> • Time gifted to the Board by members is done so in a voluntary capacity with no financial reward. • Members will serve on the Board for a term of two years, with the mutual option of undertaking an additional one-year term, to be completed directly after the initial two-year term. • Members shall not serve more than three consecutive years in total or re-join the Board after their term is completed.
Role overview	<ul style="list-style-type: none"> • Prior to application, alumni will have access to: <ul style="list-style-type: none"> ➢ An overview of the role ➢ An outline of duties and responsibilities ➢ Terms of reference
Application	<ul style="list-style-type: none"> • Alumni will be asked to register their interest with an online application form and supporting statement outlining their skills, level of involvement with Brunel, and what they could bring to the role. • DARO will review all applications and make selections to the AAB based on each individual application.
Meetings and communications	<ul style="list-style-type: none"> • AAB meetings will take place three times each year, run termly and in line with the academic calendar. • Meetings will be held at lunchtime to accommodate various global time zones - dates and times in each term will be flexible where possible to accommodate all members. • Meetings will be held online with the non-compulsory option for AAB members to join us on-campus for an in-person gathering as part on our annual alumni awards and recognition event (<i>AAB members are responsible for making their own travel and accommodation arrangements for the optional in-person gathering - at this time, the University is unable to offer reimbursements for expenses</i>). • DARO will ensure members feel valued and part of the conversation with regular email communications in between meetings, providing progress updates on our goals, keeping members updated on Brunel's priorities and requesting feedback and advice on set topics. • AAB members are expected to prepare for each meeting by reading the papers and updates circulated by DARO beforehand. • Additional ad-hoc feedback requests may be made to AAB members via email as and when required. • AAB members will be contacted via email and are required to update their contact details with DARO if changes occur.
Advisory Capacity	<ul style="list-style-type: none"> • The AAB is an advisory board and has no direct financial responsibilities or operational accountabilities. • Decisions made should be unanimous unless otherwise agreed by all parties. • Minutes of each meeting will record all decisions of the AAB.