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**Alumni Societies: Terms of Reference**

Alumni societies play a crucial role in maintaining our global community’s connections. They organise events, represent Sunderland in their respective cities and stay in touch with the Alumni Association.

We really value our groups’ efforts and to support you, we’ve compiled guidelines and tips to help set up and manage a group.

**The Alumni Society agrees to:**

1. Sign the terms of reference.
2. Write a mission statement confirming purpose and main objectives (for approval from the Development and Alumni Office).
3. Commit to a minimum of one event per year and two mailings/communications.

As well as providing a network of like-minded alumni to interact with, societies might wish to provide further support for the University. There are lots of ways to do this including:

* Promoting the Alumni Association: You could let alumni know about the benefits and services available to them via the main University of Sunderland Alumni Association or ensure that they keep their details up to date with us to ensure they receive our news.
* Volunteering: Join our [Super Alumni network](https://alumni.sunderland.ac.uk/Give-Back/Super-Alumni) of volunteers by contributing time to inspire students or support the student experience.
* Fundraising: Although it is not expected of our groups, it is very much appreciated and can have an enormous impact on our students, groups can run fundraising events or gently remind fellow alumni how they can donate to the University and celebrate when others do.

**What we expect of groups and societies:**

These are the University’s expectations of official groups and societies:

1. Agree a structure, activity level and communications plan with the Development and Alumni Office.
2. Operate in a manner which is inclusive and upholds the University’s values. Groups should welcome all alumni and their guests without discrimination or prejudice.
3. Be financially self-sustaining (The University is unable to fund any activities or provide any budget).
4. Act in the best interest of the University at all times. Groups and Societies should not use the University’s name or logo without permission and sign off from the Development and Alumni team.
5. Groups and societies should not operate commercially.
6. Be responsible for all requirements when organising events, including health and safety and local insurance (the University can provide a set of best practice guidelines for organising events).
7. Where possible, update group/society leadership after a maximum of 3 years and update the Development and Alumni Office.
8. Where groups are collecting personal data, groups are responsible for managing their own data and consents including regular cleaning, checking and a suitable privacy policy.
9. Update the Development and Alumni Office on a six-monthly basis with updated membership details and planned activities.
10. Ensure that the group’s contact details are up to date with the Development and Alumni Office to ensure the advertised details are correct.
11. Supply registration and attendance data following all events to the Development and Alumni Office.
12. Supply a copy of all communications and any meetings notes to the Development and Alumni Office.
13. Use the University logo and name only when given approval and only for the purpose of carrying out the group’s activities. The group are not permitted to use custom-made group logos. The University may withdraw consent to use the logo at any time.

To note: The University will not share any contact details with Alumni groups/societies due to GDPR regulations as outlined in our privacy policy. The Development and Alumni Office can support communications between groups and members including mailings (where appropriate). If groups wish to keep their own data, the group is responsible for collecting the relevant consents and making it clear where data will be shared with the University (see point 8).

 **What you can expect from us!**

1. List the group and leadership on the alumni section of the University’s website.
2. Help with publicity for events (All information should be submitted at least six weeks before the event by emailing the Development and Alumni team).
3. Including group leaders in relevant communications.
4. Providing region or subject specific data to group leaders (not personal data) to help with activity planning e.g. the number of alumni residing in one area or a particular subject.
5. Offering general advice at all stages of activities including guidance on organising events, the safe use of data, using social media and other forms of communication.
6. Offering groups opportunities to develop activities around the travel of University academics and staff.
7. Sending merchandise where agreed and appropriate.
8. Collaboration on large scale events where the event contributes to current University strategy/goals.

All society leaders will become members of our Super Alumni volunteer programme in recognition of the time they volunteer to supporting alumni activities.

This will be acknowledged via the annual donor and volunteer appreciation event as well as a digital badge which can be displayed via LinkedIn.

 **THANK YOU FOR YOUR SUPPORT**

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 **Alumni Society registration form**

|  |  |
| --- | --- |
| **Name of Alumni Society** |  |
| **Main contact** |  |
| **Class of/ Year of graduation** |  |
| **Degree/Course** |  |
| **Email Address** |  |
|  |
| **Second contact** |  |
| **Class of/ Year of graduation** |  |
| **Degree/Course** |  |
| **Email Address** |  |
|  |
| **Society mission statement** |  |
| **Main objectives** |  |

Please include a copy of the following:

* Activity plan
* Communications plan

We agree to the terms and conditions in setting up an Alumni Society:

Contact 1

SIGNED: ……………………

PRINT NAME: ……………………

DATE: ……………………

Contact 2

SIGNED: …………………….

PRINT NAME: …………………….

DATE: …………………….

Please return this form the Development and Alumni Office development.office@sunderland.ac.uk

You can read our privacy policy online here: <https://alumni.sunderland.ac.uk/privacy-policy>

**THANK YOU FOR YOUR SUPPORT**

**Development and Alumni Office Society approval:**

 **SIGNED: ………………………….

PRINT NAME: ………………………….

POSITION: ………………………….

DATE: ………………………….**