



University of
South Australia

International Alumni Chapter Committee Guide

Advancement Services Unit

Disclaimer : This booklet is intended for general information purposes only. It is not, and should not be construed as, an exhaustive description of the functions, activities or responsibilities of an alumni chapter or club. The guidelines set out in this booklet are subject to any overriding legislative requirements or University statutes/policy guidelines, including on matters such as the privacy of members' personal information, insurance requirements for events/other activities and the terms and conditions of use for any social media platforms. Please note that local laws in your jurisdiction, or the terms of any chapter/club constitution may impose personal legal responsibilities on committee members. If in doubt, you should consider obtaining your own legal advice before agreeing to assume such a position or role.

Welcome

Dear Alumni Committee Member,

Thank you for becoming a committee member of one of the university's international alumni chapters. You are part of a valued group of volunteers who keep alumni connected to each other and the university.

Building and supporting chapters around the world is a job that we can't do alone. Your dedication and participation are vital – they strengthen and promote alumni connections and engagement with the university. For many of our alumni, the chapter network is their local contact with the university, and a gateway to the benefits of being an alumnus.

The strength of each chapter depends on the strength of its leadership. Whilst it is not exhaustive, this handbook is intended to provide you with some essential guidance on organising, leading and sustaining an effective chapter. Working together, we can strengthen the bond that our alumni have with the university, and in turn, the university's presence in your local community.

Thank you again, for volunteering your time, skills and energy to make the University of South Australia alumni network a great success. We really appreciate your support.

Yours sincerely,



Professor David G Lloyd
Vice Chancellor & President



Mr Nigel Relph
Deputy Vice Chancellor & Vice President:
International & Advancement

The University of South Australia Alumni Network

The University of South Australia alumni network was established in 1992 to support the University in the achievement of its mission and to encourage alumni to remain actively involved and informed throughout their life.

The University places significant importance on, and is committed to, its alumni around the world. [Crossing the Horizon](#), the University's Strategic Action Plan 2013 – 2018, outlines the University's strategic action item of creating "A Globally Visible University with Global Reach and Leverage", through enduring and mutually beneficial relationships with the University's global alumni and international partners.

Alumni have access to a range of programs and activities, including professional and personal development opportunities, publications, chapter events, networking activities, social events and more.

In addition, the alumni network aims to foster strong links between the University, business, industry, government and the wider community, as well as to support and encourage collegiate interactions and exchanges between alumni.

Alumni Network Membership

University of South Australia alumni members enjoy a range of opportunities, benefits and access to an array of University resources that can keep them in touch with classmates and friends, foster important professional relationships, and enable them to remain informed of important developments.

An alumnus or alumna of University of South Australia is defined as:

1. a graduate of the University or any of its antecedents; or
2. a staff member of the University or any of its antecedent institutions, who has served the equivalent of five (5) years full time employment; or
3. a student who has studied at the University, whether or not on an exchange program.

Antecedent institutions of the University include:

- South Australian School of Mines
- South Australian Institute of Technology
- South Australian College of Advanced Education
- Adelaide Technical High School old scholars
- South Australian School of Art

Membership fees may (but do not always) apply for membership of local or specific chapters.

International Chapter Membership

University alumni living outside of Australia are encouraged to join the chapter in their local region. Joining a chapter provides alumni with a platform for professional networking and a range of activities, events, mentoring and support for fellow University alumni. Currently the University has alumni chapters in Singapore, Malaysia, Hong Kong, China and the United Kingdom (which also serves Europe).

Alumni can locate their local chapter and join the University alumni network at: <http://www.unisa.edu.au/Business-community/Alumni-network/Alumni-networks>. The University strongly encourages alumni to ensure their details are kept up to date by logging onto the following link at any time: <http://www.unisa.edu.au/Business-community/Alumni-network/Stay-connected/>.

The University is extremely proud of the achievements of its alumni and invests in the ongoing development of its global alumni chapters to ensure that alumni can form professional networks and, beneficial relationships, with access to ongoing education that will support them to succeed in their careers.

Benefits of Membership

Members of the University alumni network are an integral part of the University community. Throughout their professional careers, alumni continue to engage in the pursuit of lifelong learning through the sharing of ideas and knowledge with their fellow alumni. As well as the opportunity to strengthen networking opportunities with peer alumni from a range of academic disciplines, University network members also receive some or all of the following benefits:

- An alumni network card
- Alumni that have graduated from the University since December 2010, have lifelong access to their student email account
- Regular copies of the [Alumni Update and the UniSANEWS](#) that keep alumni abreast of the University's activities, providing information about important events and opportunities
- Invitations to local alumni events and activities to help alumni to stay in touch with each other and to provide opportunities to develop professional networks
- Information regarding further study at the University
- Access to the [online alumni business directory](#) - alumni supporting alumni in business. The online business directory provides opportunities for alumni members to promote their own business, or the organisation they work for, by offering discounts on products and services to other University alumni

- Access to a range of discounts to arts, cultural and sporting events, international hotel accommodation and a range of short corporate courses
- Opportunities for alumni to mentor or host student work placements or internships
- Free alumni [Library Membership](#), providing members with access to selected online databases, eg. Ebsco alumni additions database (Business Source Alumni Edition and Academic Search Alumni Edition), Reference Works and Gale Virtual Reference Library.

Objectives and Guidelines

The University

Alumni programs are managed by the Advancement Services unit of the University of South Australia, through the International and Advancement Portfolio. Within this portfolio, the Advancement Services unit is the main point of contact for alumni chapters, clubs and individual alumni and has responsibility for the alumni program specifically for:

- establishment and maintenance of relevant policy;
- co-ordination and facilitation of alumni registration and database management; and
- management of University wide alumni events, activities and communications.

The Pro Vice Chancellor & Vice President: International & Advancement, as the senior manager with responsibility for the alumni program, meets regularly with the Presidents of all alumni chapters.

There are two levels of alumni organisation. Those levels (being chapter and club), allow for differing levels of engagement in the program, University support and formality of structure.

What is an alumni chapter?

An organised and formal association of alumni wishing to network with other University alumni members for professional, industry, discipline, school, geographical or special interest purposes.

Chapter requirements:

- Depending on local laws within the relevant country, the chapter may be registered with a government authority, with its committee members having reporting and other obligations to the government authority/other third parties.
- Membership numbers of at least 100-200 alumni based on profession, industry, discipline, special interest group or region.

- Representative of the multidisciplinary interests of alumni (e.g. 'Business' or 'Health Sciences') with alumni members from a variety of academic discipline and program areas.
- Adherence to a constitution or other legal 'set of rules'.
- A documented process for committee election (Patrons or Advisors may be appointed in an honorary capacity) and a clear process for committee succession.
- Plan for first year's activities, with a minimum of two events per year.
- A marketing plan to liaise with the University, for promotion of chapter events and activities to chapter members and alumni within the relevant country.
- Only one registered University alumni chapter in each country or geographical area.

Administrative support provided to alumni chapters:

By the University:

- Access to the standard alumni communication channels: University alumni website <http://www.unisa.edu.au/Business-community/Alumni-network/>, UniSANEWS and the Alumni Update.
- Reimbursement of any annual, fixed statutory costs for registration of the chapter with the relevant government authority (provided that the registration of the chapter was first approved by the University).

By the Advancement Services Unit:

- Maintenance of alumni data through the alumni database, Raiser's Edge, sharing of information about alumni with the chapter (as appropriate) and facilitating membership information collection.
- Close collaboration with the international chapter committees to assist in achieving objectives which are consistent with the wider aims of the University.
- Financial contribution to one major event each year which will be attended by the Vice Chancellor and/or Chancellor. For chapters based in countries where the University Presentation of Award Ceremony is held, it is expected that the event will be held in conjunction with this ceremony.

What is an alumni club?

Clubs are a less formal association for University alumni to network with each other. A club usually operates under the supervisory structure or framework of an existing chapter, and reports directly to the Advancement Services unit. A club may only operate independently of an alumni chapter, if there is no existing University of South Australia alumni chapter.

Club requirements:

- Membership of between 25-99 alumni, based on profession, industry, discipline, school, geographical or special interest purposes.
- A core group who will form a committee and organise events.
- A constitution or other legal 'set of rules' is optional.
- Maintain a viable membership base, with minimum membership numbers in the abovementioned range.
- Minimum of one or two events per year.
- Chairperson to report back to the Advancement Services unit on club activities.
- University to promote club events and activities to club members and alumni within the relevant country, using data from the alumni database.

Committee Charter

Alumni chapters

The following section outlines the expected functions, activities and accountabilities of alumni chapter committees.

These guidelines describe the relationship between the University and the chapter, and are in addition to those imposed by the relevant legal articles/rules of association, local laws or ordinances of any particular international chapter. To the extent that any inconsistency that arises between these guidelines on the one hand and the legal articles/rules of association, local law or ordinances on the other hand, which inconsistency would cause the chapter to contravene its legal obligations, these guidelines shall be overridden.

For an alumni club that does not have formal legal status, these guidelines form the recommended 'best practice' for effective operation (reference to the 'chapter' should be read as references to the 'club' where appropriate).

The Committee will:

1. Provide effective leadership and collaborate with the University in:
 - articulating and adhering to the University's values and vision;
 - developing strategic activities for the specific alumni chapter or club;
 - developing and maintaining an organisational structure, in partnership with the University Advancement Services unit, that supports the achievement of agreed strategic objectives in line with University alumni guidelines;
 - establishing appropriate succession planning, review or audit processes for committee management; and
 - supporting the University by actively encouraging alumni engagement through internship provision, mentoring and increasing membership.

2. Establish, monitor and regularly communicate with the University:
 - agreed performance indicators;
 - chapter programming and activity, along with post event list of attendees;
 - annual budgets and strategic plans;
 - an annual activity plan;
 - regular updates and provision of alumni membership data, twice yearly (subject to any applicable privacy laws in the relevant country), including a list of attendees at chapter events / activities;
 - copies of meeting agendas, minutes, notes and resolutions;
 - annual financial statements;
 - unless otherwise arranged, copies of advertisements, publications and other promotional material for University authorisation and approval.

3. In accordance with its approved constitution, or in the case of a club where no constitution is prepared, establish:
 - working committees;
 - officer positions, which it is recommended extend for two year terms, via democratic election wherever possible; and
 - relevant special interest committees as appropriate, ie discipline (academic) based committees.

4. The committee will seek, foster and provide mechanisms, either by formal election, (if required by its legal framework) or by other means, with a wide variety and appropriate representation of expertise (includes representation of University alumni across all levels of study, ie graduate, post graduate and doctorate, and including at least one alumni from each University Division, (except for industry/discipline based clubs).
5. The committee will not enter into agreements or commercial arrangements with third parties that use the name of, or suggest an association with, the University of South Australia without prior express written permission from the Director of Advancement Services unit.
6. The committee will only use the name and identity of the University with its express written permission. The University of South Australia logo cannot be used alongside any other corporate logo. Any Chapter or Club considering usage of the University logo must liaise with the Advancement Services unit to obtain prior approval.

Constitution

The constitution is the formal document for the chapter, and must comply with any legal requirements as to content, which may be imposed in the relevant country in which the chapter resides. Generally speaking, a constitution must usually address the:

- vision, mission and objectives for the chapter;
- definition of terms;
- powers granted to the committee and alumni members;
- membership requirements;
- committee roles and responsibilities;
- meeting schedules and requirements – including Annual General Meetings, Special General Meetings and Committee Meetings;
- finances - membership fees, other payments and audit requirements and other payments;
- committee Charter and Code of Conduct;
- reporting and record keeping responsibilities;
- process for winding up/dissolving the chapter; and
- procedural requirements for amendments to the constitution.

Role Descriptions

All members must be alumni of the University of South Australia.

Chairperson/President

- Leads the chapter
- Is the official spokesperson for chapter members
- Presides over all committee meetings
- Reports annually to the University on the events and activities of the chapter

- Delegates responsibilities to the committee members for chapter events

Vice President

- Deputises for the President during his or her absence
- Assists the President with the organisation of chapter activities

Secretary

- Is responsible for all administrative matters for the chapter, including the submission of documentation (in accordance with the chapter constitution or other rules of association and local authorities' requirements)
- Is responsible for maintaining effective communication to the chapter membership and the University
- Will provide lists of those attending alumni events to the Advancement Services unit
- Attends all committee and alumni member meetings, record the proceedings and distribute to the committee
- Is responsible for updating Member Registers and Document Registers (if any)

Treasurer

- Is responsible for all chapter finances, including collecting and disbursing all money on behalf of the chapter
- Will keep accurate, detailed accounts of all financial transactions
- Is responsible for the submission of the required financial documents to the University
- Is responsible for the preparation of financial documentation (in accordance with the chapter constitution or other rules of association and local authorities' requirements) in liaison with the chapter secretary
- Attends all committee meetings

Events coordinator

- Plans chapter activities with the Chairperson/President, Vice-President, Secretary, Treasurer and other committee members
- Surveys chapter members regarding the type of activities and events conducted by the chapter
- Gains sponsorship where possible for chapter events and activities (in accordance with the sponsorship guidelines)
- Works in conjunction with the Advancement Services unit to promote events and activities to chapter members
- Attends all committee meetings

Patron

In consultation with the Advancement Services unit, a chapter may appoint a Patron. Ideally Patrons are alumni and are highly-respected public figures with the following qualities:

- Is well regarded within the community
- Has an extensive network of connections including strong links to industry in the chapter's local area, providing an opportunity for industry links with the University
- Is high profile
- Has time to support chapter events, provide wise counsel to the chapter Chairperson/President, and assist the profile of the chapter
- Has no voting rights, and is not expected to attend committee meetings (unless required by local law specifications regarding committee members).
- Gives status to the University

Ambassador

In consultation with the Advancement Services unit, a chapter may appoint Ambassadors. Ideally Ambassadors:

- Are alumni advanced in their careers
- Are respected within their industry or community
- Have specific attributes to help advance the chapter, such as influencers on social media

Advisor

- Has significant experience on the chapter or related community committees
- Is available to attend meetings as required
- Is accessible to alumni chapter committee members and offers guidance for alumni events and activities
- Provides institutional or professional knowledge to the committee
- Has good communication skills
- Is effective at encouraging and supporting the committee to achieve its goals.

The above list is a guide only, each committee may include some or all of these positions/role descriptions and responsibilities.

Code of Conduct

Alumni chapter and club committee members

The following code is for members of alumni chapter committees and clubs:

Committee members:

- must act honestly, in good faith and in the best interests of the alumni chapter, committee and University as a whole;
- have a duty to exercise care and diligence in fulfilling their role, and in exercising any powers attached to that position;

- must use their power for a proper purpose, in the best interests of University alumni as a whole, and not for any personal gain;
- must not make improper use, or take personal advantage, of information acquired as an alumni committee member;
- must not allow personal interests, or the interests of any associated person or business, to conflict with the interests of the University and its alumni program. Potential conflicts of interest should be declared at the outset of each committee meeting;
- must not engage in conduct likely to bring discredit to the reputation of the University or the alumni program;
- must not seek to represent the interests of the University in any official forum, or make public comment on policy matters relating to the University without prior permission; and
- have an obligation, at all times, to comply with the spirit as well as the letter of the law and principles of this Code.

Confidential, commercial in confidence or private information (for example alumni membership data), received by a committee member in the course of their duties remains the property of the University and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the University, the individual concerned or is required by law.

University of South Australia expectations of the chapter and / or club committee

The Advancement Services unit requests that chapter and club committees commit to the following:

Annual Report

- Forward a copy of the Annual Report to the Advancement Services unit.

Meetings

- Provide copies of chapter and club Annual General Meetings, Special General Meetings, Member Meetings agendas and minutes.
- Hold regular committee meetings throughout the year.

Data

- Alumni data will only be held by the Secretary in a safe and secure environment.
- Only use the alumni data to promote chapter and club events/activities.
- Regularly (at least four times per year) send updates and changes of alumni data to the Advancement Services unit to maintain currency of the membership database.

Plans

- Provide a summary of the planned yearly program including functions, activities, dinners/lunches, seminars, gatherings, etc.

Finances

- Provide a yearly financial statement of all income and expenditure.

Website and Social Media

- The University will host web pages for each chapter on its alumni network website.
- Keep information on the chapter website up to date.
- The committees will manage and update each chapter's social media platform (eg. Facebook page).
- Chapter social media platforms will provide links to the University alumni website.
- Comply with the University Style Guide <http://w3.unisa.edu.au/styleguide/> for web compliance.

Alumni annual reception

- Some committees organise an annual alumni reception in conjunction with the University's offshore presentation of awards (generally conducted in July of each year).

Communication

- It is imperative that all communications from the chapter are channelled through the Advancement Services unit. This is very important to the University and is central to the smooth operations of both the chapter/club and the Advancement Services unit. The Advancement Services unit will assist with branding the documents, distributing the communication utilising the most recent alumni data, and individual record keeping for all alumni engagement on the alumni data base.
- Ongoing email communication will occur between the President and the Advancement Services unit. The Advancement Services unit will ensure relevant information is forwarded to the appropriate staff within University when deemed necessary.
- Ensure any social media platform is utilised appropriately and is linked to the official University alumni platform.
- Encourage alumni to join the UniSA alumni LinkedIn group.
- Ensure alumni data is regularly passed back to the Advancement Services unit (a minimum of four times per year); this is particularly important after attendance at events and when new members join etc.

Funding Opportunities

The University may, at its discretion, provide limited funding for chapters, having regard to the following matters:

- Any request for funding must be presented as a proposal submitted well in advance of the proposed activity, clearly outlining the rationale for the funding, the details of the activity it will support, the benefit to local alumni and the University, how the funds will be managed, the indicators of success, timelines, and reporting mechanisms.
- An allowance may be provided to cover committee meeting costs. Payment of this allowance will be considered upon submission of a proposal (as outlined above) in advance of the activity.
- An allowance may be paid to meet annual, in-country fixed statutory costs of chapter registration for international chapters, upon submission of a proposal (as outlined above).
- Support for one major annual alumni reception as agreed by the University and where it is held in conjunction with the official offshore presentation of awards.

The Advancement Services unit will support alumni chapters and clubs through:

The University of South Australia Website

- Host each chapter/club with a webpage
- Promote chapter and club activities
- Promote membership to alumni network and the UniSA international chapters and clubs
- Provide online alumni network registration forms

Database Services

- Keep an updated record of all chapter/club members on the University's alumni database
- Make this data available to the chapter/club committee upon request to promote relevant activities
- Forward names of alumni who have shown interest in joining the chapter
- Invite graduating students to alumni reunion events
- Invite graduating students to join the alumni network and their local chapters
- Provide alumni network registration forms to graduating students at all offshore presentation of awards ceremonies
- Promote chapter events and activities to chapter members and alumni in-country

General

- Provide University contact staff for communication between the chapter and the University
- Provide guidelines for the chapter: Committee Charter and Code of Conduct
- Provide each chapter with two University banners and one chapter banner. These are to be used at all functions and events where appropriate

- Where possible, acknowledge each committee member's contribution through representation at country level Australian alumni associations and/or appropriate Austrade alumni events in appreciation of their service.

Communication

- Manage email communication on behalf of the chapter and the University. All communication will be through the President and Secretary to the Advancement Services unit who will then liaise with relevant University staff as required.

University Publications

- Both UniSANews and Alumni Updates are sent to members of the alumni network regularly. The Advancement Services unit encourage chapters and clubs to send stories, event reports (including quality photographs), updates on successful graduates etc for inclusion in these online publications (subject to having obtained any necessary third party consents etc.).

Privacy

The University of South Australia respects the privacy of members' personal information by adhering to privacy laws.

In the case of specific personal data, the University may only collect and use information for the purpose for which the person has expressly consented (unless otherwise required by law).

When alumni provide the University with contact addresses for chapter membership, it may be used to send members the following communication:

- Event and activity invitations
- UniSANews
- Alumni Update
- Email newsletters
- Further study options
- Career and mentoring information
- Occasional updates about University products and services.

Members can decline to receive email communication from the University or request that they be unsubscribed from the email mailing list. We do not share members' contact addresses with other organisations unless disclosed otherwise to you.

Insurance

Depending on the circumstances, registered members of chapters and clubs may be covered by the University of South Australia's insurance policy in the course of participating in approved activities and events. It is important for chapters and clubs to update the Advancement Services unit in the process of organising activities so that insurance cover can be confirmed.

Sponsorship Guidelines

Use of the University of South Australia logo

There are very clear guidelines on the use of the University logo.

- Always consult with the Advancement Services unit in the planning stages, regarding your intention to use the University logo.
- The University logo cannot be used alongside any other corporate logo.
- Each University alumni chapter has a co-branded University alumni logo.
- The University website has a style guide <http://w3.unisa.edu.au/styleguide/> for ease of reference. However, chapters and clubs must liaise with Advancement Services unit whenever considering usage of the University logo.

Stationery

- All requests for letterhead, with compliments slips and business cards must be directed to the Advancement Services unit of the University.
- Letterhead and with compliments slips should only be used for activities conducted by the alumni chapter and are not to be used for private or personal purposes by committee members.

Presentations

- The University PowerPoint presentation template will be emailed to the chapter Secretary and we encourage committees to use this template for meetings, seminars, workshops and functions.

Website design

- Each chapter's website will be hosted on the University alumni webpage under the heading of "Alumni Networks"
- Please liaise with the Advancement Services unit for updates to the chapter's webpage.

Merchandise

- Chapters may produce University merchandise to sell or give away to members, alumni, students, families, etc. but must consult with, and be approved by, the Advancement Services unit.
- All merchandise must be approved by the University's Advancement Services unit before production takes place.

Merchandise catalogue

The University website provides merchandise for sale at <http://www.unisa.edu.au/student-life/campus-wear/online-merchandise-shop/>

Chapter Events and Activities

Each chapter is encouraged to organise a range of events throughout the year. These can range from large, formal alumni reunion events (with senior University staff in attendance), through to less formal social events and activities.

The University encourages chapters and clubs to offer a comprehensive program of activities and events each year. Suggestions for events include: professional networking, career development opportunities, lifelong learning, social opportunities and intellectual stimulation, being mindful that the chapter should satisfy itself that the event is within its capacity and that of its committee to organise and manage and must be prior approved by the Advancement Services unit.

The program of activity needs to appeal to local alumni and provide them with the interaction that they may be seeking at their stage in life. Events and activities may fall into four general categories:

1. Professional Enrichment Events
2. Business Networking Events
3. Social Events
4. Community Service Opportunities

Examples of the range of activities and events within each category are listed below, the chapter may be able to identify many more.

Professional Enrichment Events may include:

- Industry Leader Events – showcasing successful alumni in their workplaces, talking about their industry
- Mentoring Support – formal and/or informal
- Buddying recently returned University graduates – host a meet and greet when they first return home
- Professional Development talks – eg achieving Work Life Balance, Leadership Development
- Insight sessions with University Partner institutions – according to focus of partnership
- Conversation Café events (internet search Conversation Café for instructions)
- Artists Talks – Gallery Floor talks

Business Networking Events may include:

- Wine tastings – consider utilising University specialist staff
- Thought leader talks –eg Green Economy, Growth of BRICS etc
- Behind the scenes tour – hard hat tours of new developments/buildings., factories, theatres etc
- Breakfast or dinner events with guest speaker
- Alumni led talks eg tax reform, investment strategies, home buying, etc
- Networking - speed dating style
- Local Australian alumni events

Social Events include:

Sporting activities such as:

- Golf days
- Tennis, ping pong, cricket tournaments
- Australian Rules Football matches
- Bowling – lawn or ten pin
- Go-karting
- Participation in marathons
- Dragon boat racing

Family activities such as:

- Strawberry picking
- Fun parks
- Picnics / BBQs
- Nature walks
- Child education / development talks
- Group Challenges – Chengdu mountain trek, river trips, international eg to Uluru
- Cultural Events – attending performances, exhibitions, traditional or modern etc
- Hands on creativity – learning calligraphy, paper cutting, traditional crafts etc
- Celebrating significant cultural milestones – mid Autumn Festival, Australia Day etc
- Musical performances by alumni in an informal setting
- Mahjong/chess tournaments
- Book clubs / poetry readings
- Karaoke evenings
- Safari suppers (progressive dinners) in one or several restaurants
- Paintballing

Community Service Opportunities include:

- Volunteering for a charity – orphanage, aged care facilities etc
- Education related – supporting a disadvantaged school
- Supporting communities affected by disaster or catastrophic events
- Environmental clean ups – beautifying an area, planting trees etc

Timelines for planning your events – (example for a major event)

- Submit your proposal for the event scope well in advance

10 to 12 weeks before the event:

- Discuss the event in detail at a committee meeting, create initial plans and a budget and liaise with the Advancement Services unit
- Advise Advancement Services unit of VIP guest list

- Finalise plans for the event: date, time, budget, RSVP contact person, promotion to members
- Book the venue and any audio, visual and technical requirements
- Advise Advancement Services unit of the planned event
- Pay any deposits required and invoice the Advancement Services unit for expenditure
- Secure sponsorship if required (please refer to Sponsorship guidelines)

6 to 7 weeks before the event:

- email the invitation template to Advancement Services unit for approval
- update chapter social media sites with information about the event
- Advancement Services Unit updates alumni website
- Advancement Services Unit emails invites to alumni
- finalise menu

3 weeks before the event:

- Confirm attendance numbers, names of the VIP's and email the running sheet to the Advancement Services unit
- Request the Advancement Services unit send reminder emails to alumni if required
- Confirm committee members' roles and responsibilities in the lead up to and for the event.

2 weeks before the event:

- Collect any prizes or goods that may be used at the event

1 week before the event:

- Confirm numbers with caterer and Advancement Services unit
- Final reminder email sent if required

On the Day:

- Arrive early to arrange setup of venue, registration desk, name tags, table name cards for the head tables and any audio visual requirements
- Check with venue staff that all arrangements are in place

Promotion

The better the Advancement Services unit markets chapter events to alumni, the higher the attendance will be.

Ezines

The Advancement Services unit will send a branded ezine notification (blast) to all University of South Australia alumni living in your region, inviting them to join not only the event but also the chapter. This widens the reach for chapter events, beyond its immediate membership base.

Email invitations should be sent by the Advancement Services unit on behalf of the chapter President and when appropriate the Vice Chancellor and or Chancellor. The Advancement Services unit will send two reminder emails to alumni and VIP's if required.

The Advancement Services unit requires 5 working days' advance notice to send any email notices (blasts).

Chapter web pages

- Each event will be promoted on the chapter website and University calendar
- Each chapter's webpage hosted on the University alumni website will be updated with the event invitation details
- Event details and photos will be posted on the University alumni Facebook pages and/or included in the Alumni Update where appropriate.
- Each edition of the Alumni Update will have links back to the chapter website
- For events where the Vice Chancellor and/or members of the Senior Management Group are in attendance, the Advancement Services unit will post formal invitations and cover all costs involved in the posting (budget permitting).

Local newspaper adverts

- For events where the Vice Chancellor and/or members of the Senior Management Group are in attendance the Advancement Services unit may place an event and membership drive advertisement in the local paper to promote the event (budget permitting).

Chapter templates

Minutes

A copy of the committee meeting minutes is requested by the Advancement Services unit, so as to keep the unit up-to-date with what events and activities are being planned by the chapter for its members.

Minutes should include the following details:

Minutes from the meeting of the: (Chapter name)

Conducted on: (Date)

At: (Venue)

Present: (record the names of committee members in attendance)

Apologies: (record the names of committee members who were unable to attend the meeting)

Time: (record the time the meeting commenced)

Topics discussed: (document the topics discussed)

Action: (record the actions from the meeting for each committee member)

Meeting closed at: (record the time the meeting ended)

Minutes taken by: (record the name of the minute taker)

Position held: (record the position held on the committee, ie usually the Secretary)

Next meeting: (record the date and time of the next meeting)

Certify that the minutes are correct: (The President, [providing the President was in attendance, if not whoever deputised] to sign that the minutes are correct.)

Send copy of the minutes to all committee members before the next scheduled meeting. Once the minutes have been certified send a copy to the Advancement Services unit.

Annual Report

An annual report is requested by the Advancement Services unit in order to provide updated information to the University on alumni activities. This report should cover the twelve (12) month period between January 1 to December 31 of each year.

The Annual Report should include:

Chapter name: (record chapter name)

Date: (record dates covered by this annual report)

Name & Position: (record the name of the person completing the report, usually the President of the chapter)

Title: (Annual Report)

Committee member list: (record all the names of the committee members and their positions held)

Chapter activities: (list all activities and events that accrued in the previous year in detail)

Events planned for the upcoming twelve month period: (record all events planned for the next twelve months in detail)

Sign & date: (sign and date the report)

Send copy of the Annual Report to the Advancement Services unit and all committee members.

Claiming reimbursement for expenditure

To arrange reimbursement of a previously approved expenditure the Advancement Services unit requires an invoice from the President with the following details:

Date: (record date)

Contact Name: (record contact person name, usually the President)

Name of chapter: (record chapter name)

Address of chapter: (record chapter address)

Invoice number: (record invoice number)

Details of what the money has been spent upon and the amount:

(e.g. alumni committee meeting AU\$100.00)

Bank account details: (record bank account details – account number for the transfer of the reimbursement money, SWIFT code)

Bank address details: (record full bank address details)

List of committee members attending the meeting: (record the names of the committee members who attended the meeting)

Attach a copy of the receipt

The University finance unit requires particular documentation to process EFT payments directly into bank accounts. In some circumstances a Statement by Supplier form, proof of payment, and completion of University documentation may be required. Please check with the Advancement unit staff.

Key University of South Australia contact details - International and Development Portfolio

Nigel Relph – Pro Vice Chancellor & Vice President: International & Development
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Jayne Boase - Manager: Alumni (International & Special Projects)
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Sheila Bailey – Advancement Executive (Alumni)
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Chapter President Contacts

Malaysia

Joanne Liao
Email: joannaliao@hotmail.com

Singapore

Sherina Ng
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Hong Kong

Stephen Sze
Email: szestephen@outlook.com

China

Qiao Luqiang
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United Kingdom (incorporating Europe)

Dennis Muirhead
Email: dennis@muirheadmanagement.co.uk

University profile

The University of South Australia is a globally-focused, locally-engaged institution established on the dual principles of equity and excellence.

With more than 33,000 students, the University is South Australia's largest and was the youngest Australian institution to be named in the 2013 Top 50 of The Times Higher Education's Top 100 global universities aged under 50.

We offer more than 400 degree programs across a wide range of subjects including business, law, education, arts and social sciences, health sciences, information technology, engineering and the environment.

We believe a university's reputation is determined largely by the quality of its graduates, and are proud that more than 90% of our graduates now in full-time work were employed in professional occupations within four months of completing their degrees.

Committed to accessibility

UniSA remains strongly committed to ensuring the opportunities offered by our programs are available to a diverse range of students, and in 2013 we conducted a historic, world-first online consultation initiative known as "unijam" that brought together staff, students, alumni and special external guests. The ideas and discussions generated during unijam were vital in producing 'Crossing the Horizon', our strategic action plan for 2013-2018.

Committed to excellence

Our commitment to excellence is also reflected in the calibre of our academics and researchers. The proportion of our staff holding doctorate qualifications (69%) remains significantly above the national average.

In addition, the 2012 national Excellence in Research for Australia evaluation reported that 86% of our assessed research was rated world-class or above.

As well as making a significant contribution to our economy and society, the University is an integral partner in a range of community events, including the Santos Tour Down Under UCI World Tour cycling race, and the Adelaide Festival of Arts.

Useful University Links

[Award Verification](http://www.unisa.edu.au/business-community/alumni-network/award-verification/) - <http://www.unisa.edu.au/business-community/alumni-network/award-verification/>

[Academic Transcripts](http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Parchments-transcripts-and-AHEGS/) - <http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Parchments-transcripts-and-AHEGS/>

[Alumni Achievements](http://www.unisa.edu.au/Business-community/Alumni-network/Alumni-awards-and-recognition/) - <http://www.unisa.edu.au/Business-community/Alumni-network/Alumni-awards-and-recognition/>

[University Achievements](http://www.unisa.edu.au/About-UniSA/University-achievements/) - <http://www.unisa.edu.au/About-UniSA/University-achievements/>

[Corporate Plan](http://www.unisa.edu.au/about-unisa/strategic-action-plan-2013-2018/) - <http://www.unisa.edu.au/about-unisa/strategic-action-plan-2013-2018/>

[Council Membership](http://www.unisa.edu.au/about-unisa/governance-and-management-structure/university-council/university-council/) - <http://www.unisa.edu.au/about-unisa/governance-and-management-structure/university-council/university-council/>

[Graduations Ceremonies Dates and Times](http://www.unisa.edu.au/student-life/support-services/student-administration/graduations/ceremonies/ceremony-dates-and-times/) - <http://www.unisa.edu.au/student-life/support-services/student-administration/graduations/ceremonies/ceremony-dates-and-times/>

[Parchment Link](http://www.unisa.edu.au/student-life/support-services/student-administration/parchments-transcripts-and-ahegs/) - <http://www.unisa.edu.au/student-life/support-services/student-administration/parchments-transcripts-and-ahegs/>

[Publications](http://www.unisa.edu.au/about-unisa/publications/) - <http://www.unisa.edu.au/about-unisa/publications/>

[Senior Staff](http://www.unisa.edu.au/about-unisa/governance-and-management-structure/senior-staff/) - <http://www.unisa.edu.au/about-unisa/governance-and-management-structure/senior-staff/>

[UniSA International](http://www.unisa.edu.au/study-at-unisa/international-students/) - <http://www.unisa.edu.au/study-at-unisa/international-students/>