

The Open University Business School Alumni Council

Alumni Council and Membership

Alumni are vital to the continued success of The Open University Business School (OUBS). The Alumni Council plays an integral role within the School. Its mission is to support the success of OUBS, its students and Alumni through:

- Enhancing Alumni networks to create a global community that is inclusive, innovative and responsive and delivers value to its members.
- Building the reputation of the School to the benefit of its students and alumni and building the capacity of Alumni networks to promote the reputation of the school.
- Responding to requests from the School's senior team for advice on key topics (for example on enhancing the employability of its graduates, building reputation with employers, or the development of new qualifications and courses).
- Advising on and supporting achievement of philanthropic donations to support the School's mission.

Membership of the Alumni Council may comprise up to twelve individuals, to be recruited on a rolling basis to ensure continuity upon completion of tenure. Members must be alumni of a postgraduate business qualification, which includes MBA, MSc and PG Certificate and PG Diploma.

Our Alumni Council works with the School's External Engagement team, led by the Associate Dean, External Engagement and supported by the Head of External Engagement. The Council advises the School on how best to involve and engage the network to deliver value to both the community and the School, as well as providing ambassadorial support where requested.

As ambassadors of the School, the Council will network with our diverse community to engage members and to build value in being part of the community, as well as to proactively instigate new ideas for developing services and community benefits. The Council members are also expected to represent the views of the alumni including sharing feedback with the School from this community.

A key requirement of the Council members is to facilitate regular communication between the School and its alumni and student community. Through this dialogue we are able to gain insight into community needs and build on the benefits and services the School and the community offer each other.

To enable this communication role, Alumni Council members attend one (or two) face-to-face meeting(s) at the OUBS head office in Milton Keynes and two or three interim 1-2 hour virtual meetings per annum. Regular participation in alumni community activities is also an important part of the role. For example, this may include:

- Contributing to social media by instigating and participating in discussions on a regular basis to develop a profile within the community
- Creating and commissioning careers articles
- Creating theme specific blog posts
- Participating in the mentoring programme

- Attendance at alumni events and / or being the alumni representative that provides input on programme development and also attends the event as an ambassador*
- Project specific virtual meetings and project group collaboration within the Council

A formal time commitment of around four to five days a year is required. The post is not remunerated but expenses are paid.

*OUBS would not expect any individual to take this role for more than one event per year. Individuals would be selected on either location or expertise basis. All expenses would be paid.

Vision

The Vision of the Alumni Council is to support the development of the OUBS global reputation and brand to the benefit of its students and alumni and to foster a global alumni network which delivers outstanding value for its members and the school.

Values

The Alumni Council enshrines the School's core values to be open, inclusive, innovative and responsive. It promotes and supports these principles through leadership and example.

Open University Business School commitment

- The School values the time, commitment and expertise given freely by OUBS Alumni Council members for the enhancement of the School and the alumni community. If an individual's personal situation changes and they can no longer commit the required time to Alumni Council activities, the School requests written notification from the individual of their resignation and will respect the decision, and enact website updates with immediate effect.
- The School will be responsible for all activities undertaken by the Alumni Council on behalf of and at the request of the School.
- The School will be responsible for co-ordinating Alumni Council meetings and will ensure timely payment of reasonable expenses.
- The School will provide a [Terms of Engagement](#), including a Non-Disclosure Agreement to provide a framework for Alumni Council members.

Areas outside the Alumni Council remit

The following areas fall outside of the Alumni Council's remit:

The Alumni Council does not provide formal governance within the school nor is it involved in academic governance and formal approvals process of programme and qualifications development. The Alumni Council has no responsibility for the financial management of the School.

Terms of membership and the role of the Chair

- Membership is targeted at a maximum of 12 individuals who have graduated from OUBS with a postgraduate business qualification, remain interested in active engagement and have experience in areas relevant to the School and the remit of the Alumni Council.
- A Chair will be appointed and will participate actively in agenda development, be a primary contact point for both OUBS and Alumni Council members. See [OUBS Alumni Council Chair Role](#) for full role description.

- Term of the Chair will be one year to renew annually for a combined period not to exceed three consecutive years.
- Membership should represent the diversity that characterizes the University, Business School and its alumni and audiences; people from differing walks of life and range of backgrounds. Members are appointed through written application and subsequent selection by the Alumni Council and OUBS for a period of three years and shall normally serve no more than six consecutive years. Exceptions may be made to ensure business continuity, see full [Terms of Engagement](#).
- For business continuity the terms will be appointed in such a way as to ensure that not more than one third of the membership expires in any one year.

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Terms of Engagement

The following guidelines provide the terms under which both the Open University Business School and members of the Alumni Council will operate.

What you can expect from the Open University Business School as an Alumni Council member:

- The School will lead any projects and initiatives and will seek to utilise the Alumni Council's expertise and contribution to benefit the alumni community directly, or through the value of the School's brand to Alumni.
- The School will be clear on the input required from Alumni Council members and provide timelines.
- The School will respect any individual's decision to resign if their individual circumstances prevent them from completing their tenure.
- The School will reimburse out of pocket expenses within 6 weeks of submission.
- The External Engagement team will seek to promote and raise the profile of the Alumni Council both internally within the Open University Business School and the wider Open University and also externally, within the Alumni community and other external facing communities.

What is expected of an Alumni Council member:

Alumni Council Activities

- The Alumni Council meets four times a year; once or twice face-to-face at The Open University, Milton Keynes, (involving one overnight stay) and two or three times virtually in an online environment.
- Attendance at all meetings is expected.
- It is expected that in the event of extenuating circumstances arising that temporarily prevent an individual participating in Alumni Council activities, that the individual be responsible for contacting the OUBS Head of External Engagement and/or Chair of the Board and advising of the likely impact on the Alumni Council.
- Alumni Council members will be invited to attend a range of events (both face to face and online) to represent the Alumni Council and the alumni community, attendance at some events is expected (this may be determined by location, schedule and area of expertise of individual members, and therefore not all Council members will be invited to all events).
- In addition to attendance at meetings there will be additional project work that will require input or feedback from the Alumni Council member. This might include providing expertise, representing the School, or seeking feedback from the wider alumni community.
- Alumni Council members should expect direct contact from members of the Alumni community through social media, or via the OUBS website and External Engagement Team, it is expected that Council members engage with community members directly.

- Alumni Council members are expected to interact with Alumni members through the variety of existing OUBS channels including LinkedIn, Twitter, eNewsletters, events and mentoring programme.

Expenses

- The positions of Alumni Council Member and Chair are voluntary, and therefore unremunerated.
- Reasonable expenses incurred for Alumni Council activities, including travel, accommodation, subsistence and telephone charges will be reimbursed. To avoid confusion regarding what constitutes a reasonable expense for Alumni Council activities, any expense queries should be referred to the OUBS Head of External Engagement in advance of incurring the expense.
- It is expected that individuals will book the most cost effective form of travel in advance, when dates for meetings are confirmed.
- Expenses should be submitted within one month of the meeting date in the format required by The Open University.

Communication

- All members are required to sign a Non-Disclosure Agreement and information designated by the School as confidential should not be disclosed to third parties (including, for the avoidance of doubt, other alumni).
- Outside of the meetings, communication will primarily be via email and/or LinkedIn groups.
- If a member of OU staff outside of the External Engagement Team contacts you to ask for assistance with project work in your capacity as an Alumni Council member, it is requested that you copy Head of External Engagement and the Chair of the Board into your communication so that Alumni Council time can be managed appropriately.

Tenure

- The post of Alumni Council member is for a two year term, with the possibility to extend or take a second term (by mutual agreement).
- If individual circumstances change during that term, the individual is not obliged to complete their term, but can resign their position by informing the Head of External Engagement and/or Chair of the Board.
- An individual's position can be extended with mutual consent to ensure continuity for Alumni Council activities within the School.
- The Open University Business School encourages individual participation by requiring that members:
 - Adhere to the principles of the Non-Disclosure Agreement
 - Have authority for any work undertaken on behalf of the School
 - Enshrines the School's core values by being inclusive, responsible and accessible
 - Attending meetings regularly, participating in project work and responding to requests for input by email and other means.

The School may take steps to address situations where the Terms of Engagement are not upheld.