

## Role of the 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 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 by 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

- Target membership is up to 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. A separate role description applies
- 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
- Term of the Chair will be one year to renew annually for a combined period not to exceed three consecutive years.