

Terms of Reference for the AGCAS Alumni Network

1 Status

The AGCAS Alumni Network reports to the AGCAS Membership Manager and is accountable to its own members.

2 Purpose

The principal purpose of the Alumni Network is to reinforce the already strong network of links between retired members of AGCAS services and also to facilitate continued engagement between active and retired members of AGCAS to enable the strengthening of the corporate experience. It aims to:

- provide a social and professionally based network offering opportunities for face-to-face and on-line communication for retired members of AGCAS Services
- organise annual reunions for Alumni in different parts of the country
- maintain contacts and facilitate networking with colleagues in HE careers work
- enable Alumni to keep in touch with HE careers and employment developments
- share experience of life beyond AGCAS and retirement and support the transition from work to productive and satisfying retirement for current and future retirees
- make available the expertise and knowledge of Alumni to AGCAS and its Services through contributions to reviews, consultations, projects and other developments
- enable Alumni to act as ambassadors for AGCAS, as appropriate, facilitating links with other organisations and individuals of potential benefit to AGCAS and its members
- provide case studies of projects undertaken by Alumni in retirement or semi-retirement as an inspiration and example to others

3 Key Responsibilities

In support of its purpose and aims, the Alumni Network will contribute to enabling easy and flexible communication between retired and current AGCAS members and staff for a range of professional and social purposes, contributing where appropriate, to learning interventions and mentoring activities.

It will do this by facilitating:

- Development and maintenance of, and access to, an accurate and up-to-date membership database, carried out jointly by the AGCAS Office and the Alumni Network through annual updates and encouragement to Services to alert retiring members to the network's existence
- Continued annual meetings and encouragement of relevant regional events
- An on-line Alumni Community through the AGCAS website for Alumni to keep in touch with each other and to allow regular communication and discussion
- Publicising the resource Alumni members can provide to AGCAS and its member services
- Support for the work of AGCAS through appropriate contributions from Alumni, such as the production of case-studies illustrating the diversity of activities and achievements beyond AGCAS and retirement

4 Strategic Planning and Management

There will be a small co-ordinating group of four or five Alumni members elected to be responsible to the Network for ensuring its on-going activities as well as its future renewal, change and development. This includes planning, managing and reviewing its communications, activities, terms of reference and the election of Alumni members to the co-ordinating group. This co-ordinating group will be responsible for communicating and working with Alumni, and with relevant AGCAS staff and Board members. Roles within the co-ordinating group to be agreed annually.

5 Constitution and Membership

The AGCAS Alumni Network consists mainly of retired members of AGCAS services, with a few other invited members who have played a significant role in relation to AGCAS. The Network will be co-ordinated by a small group of four or five elected Alumni with a two-year term of office renewable for one further term as for other AGCAS groups.

Those wishing to join the Alumni Network may apply on-line via the AGCAS website or by contacting the AGCAS Office.

6 Review

The co-ordinating group will review the Alumni Network's activities, communications, plans and future developments on an annual basis. Changes to the Terms of Reference should be approved by a majority of the Alumni via an e-mail ballot, and endorsed by the AGCAS Board as for other AGCAS groups.