University of Tasmania Alumni Networks

Roles and Expectations of Network Coordinators

Purpose
The Alumni networks are one means through which the objects of the UTAS Alumni are furthered.

Objects
The objects of the Alumni are to establish and foster the basis for lifelong professional and personal relationships between the University and its graduates and, by recognising a continuing role for graduates in the development of the University, to engender goodwill, understanding and support in the wider community.

Networks
Alumni networks are usually based on geographical proximity of alumni; alternatively they may reflect the faculty, school or institute in which alumni studied, e.g. Law.

Coordinator recognition
The Development & Alumni Office recognises that network coordinators do much to enhance alumni programs and activities and are a valuable resource 'on the ground'. The office is very grateful for their continued involvement.

Network coordinator responsibilities and activities

- To help further the objects of the UTAS Alumni
- To be the first point of contact for their Alumni network
- To help communicate to other alumni information about activities available within the network
- To ensure that UTAS alumni visiting or resident in the network area who wish to engage with other alumni are made welcome
- To promote social activity such as informal get-togethers
- To assist with running an Alumni & Friends network web page and/or social networking site e.g. Facebook / LinkedIn group
- To assist with official UTAS Alumni events in the network area
- To provide information back to the Development & Alumni Office (through the Alumni & Development Manager) about network activities
- To provide a brief annual report by 1 September each year about network activities and participation levels using the form provided (see foot of these guidelines)

Conditions
- Network coordinators are appointed by the UTAS Alumni & Development Manager in consultation with the Director, Development & Alumni, for a period generally of two years in the first instance. They are volunteers and as such not employed by the University.
- The University may terminate a network coordinator's role at any time. The University would appreciate being advised as soon as possible of a coordinator's intention to conclude his or her volunteering arrangements with the University.
- Volunteer workers shall not represent themselves as employees of the University of Tasmania.

- Network coordinators are not agents of the University, and may not enter into contracts on behalf of the University unless specifically approved.
- Network coordinators may use a UTAS-approved alumni business card, an alumni network email address and an Alumni & Friends website network page.

University of Tasmania Alumni
Network Coordinators' Annual Report

Please complete and send this form to Alumni.Office@utas.edu.au by 1 September each year. The information will be used for a network news item in the December issue of *Alumni News*.

Name of Network Coordinator: _____

City and Country: _____

Reporting questions	Number
How many UTAS Alumni events have been held in your network this calendar year (or since you last reported on 1 September last year) *	
What has been the approximate average number of alumni and friends at each event?	
What has been the approx total number of alumni and friends at events during the period?	
Approximately how many young graduates (25 years and under) have attended	
Which communication methods are you using to stay in touch with your local alumni: ☐ Information and emails sent through an Alumni & Friends Website Network page ☐ Information and emails sent out from the Development & Alumni Office ☐ Facebook page or group ☐ LinkedIn group ☐ Other (please specify)	
Which of the above is/are working best? _____ Feel free to add a comment:	
Please add any comments about what is working well, what type of events are popular, and any suggestions you may have as to how the Development & Alumni Office can support you better.	
Thank you, Development & Alumni Office	

*Please do not count any major event in your network area run by the Development & Alumni Office.