

# Alumni Representatives Duties and Responsibilities

## ALUMNI BOARD MEMBERS ELECTED BY AND FROM QUT ALUMNI

<b>Responsible to:</b> President of Alumni Board, Alumni Membership
<b>Summary Description</b>
Working closely with the QUT Alumni and Development Office, the Alumni Board members participate actively in the business of the Alumni Board and together with the relevant staff of the University assist with the development and implementation of the mission, vision and objectives of the Alumni Plan in line with those of QUT. This time commitment includes participation in Alumni and University activities beyond attendance at Alumni Board meetings.
<b>Main Duties and Responsibilities</b>
<ol style="list-style-type: none"><li>1. Represent the voice of graduates within the University.</li><li>2. Participate in Alumni Board meetings and the Annual General Meeting of QUT Alumni. Attend a minimum of 75% of Alumni Board meetings per year.</li><li>3. Work with the QUT Alumni and Development Office to ensure the continued progress toward the Alumni program objectives.</li><li>4. Participate on sub-committees either as chair or member as required.</li><li>5. Attend or participate as Alumni Board representative at significant Alumni meetings and events e.g. International Students Farewell, Outstanding Alumni Awards and Student Leadership Awards.</li><li>6. Support key elements of the Alumni program e.g.<ul style="list-style-type: none"><li>• attendance at chapter/group activities as attendees, speakers or sponsors;</li><li>• support for the Alumni Appeal;</li><li>• support for the Career Mentor program.</li></ul></li><li>7. Provide Alumni Board level support of chapter/group development and activities through Alumni Board approval process, liaison with leaders, and attendance at least two events.</li><li>8. Provide linkage as required and as appropriate to government, industry, professional bodies, and other Alumni for University purposes and proactively and positively represent QUT in the wider community.</li><li>9. Participate as the QUT Alumni representative at graduation ceremonies for a minimum of 2 ceremonies per year.</li><li>10. Participate as nominee of the President as required.</li></ol>
<b>Position Qualifications / Requirements</b>
A graduate of QUT or a predecessor institution or any other category defined in the QUT Alumni policy ( <a href="#">MOPP I/5.1</a> ).
<b>Alumni Board Member Self-Evaluation and Review</b>
Alumni Board members complete a self-evaluation at the end of each two year term.