International Alumni Representative

Volunteering to extend Newcastle University’s global connections
1. Purpose

Newcastle University has a global reach with an alumni community of over 200,000 graduates based around the world. Wherever Newcastle University alumni, students and staff are, they should feel connected to their university and the graduate network.

An International Alumni Representative provides a point of contact between Newcastle University and alumni based in their region. In countries in which there are three or more International Alumni Representatives, a chapter will form.

An International Alumni Representative supports activity which fosters and promotes the development of beneficial relationships among Newcastle University alumni, students, staff and other key stakeholders. They provide advice to the Advancement Office for in-country Alumni Engagement programming and support the broader objectives of Newcastle University in engaging the international alumni community.

Benefits include enhancing your CV and skills as well as expanding your personal and professional network whilst remaining involved with your University.

2. The role

International Alumni Representatives can state a preference for the type of activity that they wish to be involved in from the following listed below*. International Alumni Representatives and Chapters get involved in the following range of activities:

1. Act as a primary point of contact for alumni in a specific location, organising events and communications to support the development of an informal network of local alumni who offer advice and share expertise with each other, current students and staff both online and in person.

2. Participate in and support career mentoring activities for current students or recent graduates, or attend events to share experiences of working in a particular profession/industry/organisation.

3. Commit time to supporting the international student experience, supporting pre-departure briefings, orientation and other activities for Newcastle University students undertaking overseas activities.

4. Supporting current student employability through sourcing work placements or promoting job opportunities as well as writing a bi-annual report around in-country graduate employability.

5. Support for student recruitment activities in a particular region by volunteering your time and utilising your networks. Voluntary activity may include attending recruitment events, meeting with potential applicants, hosting local receptions for admitted, entering or potential students or visiting schools in the local area. You will use this opportunity to share your experiences and information about Newcastle and help to personalise the admissions process for students.

*Activity will vary depending on your country of residence.
3. Main Activities

- Keep in regular contact with the Advancement Office and provide an annual activity report (a template is available).
- Coordinate regular meetings with other volunteers/chapter committee (if applicable) either on or offline.
- Encourage fellow alumni to update their contact and professional details online.
- Support the NU Advancement Office in seeking feedback from alumni in your region to help Newcastle University plan future alumni engagement activity.
- Work with the relevant International Recruitment Country Manager to promote the University through participation in selected recruitment activities in your region.
- If exiting the role, support NU Advancement to handover on-going relationships pivotal to the role.

4. Registration process:

Alumni wishing to apply to stand as an International Alumni Representative/form an International Alumni Chapter Committee are asked to sign and return this agreement as well as undertake a skype or telephone call with a colleague at Newcastle University.

Length of term: A minimum of twelve months. Upon consent of both parties, the term may then be renewed for an additional three years

Time Commitment: We estimate that this voluntary role will require a commitment of approximately 10 hours per year.

The post is a voluntary one and you will receive no remuneration for duties carried out. With prior approval and where appropriate, travel and expenses incurred in carrying out Newcastle University activity will be reimbursed. Expenses should be discussed and agreed prior to undertaking any activity whilst in the role of International Alumni Representative or as a chapter member.

In the event of an international alumni representative/chapter committee member not complying with Newcastle University procedures on Data Protection, Equality & Diversity and Health and Safety, all incidents will be investigated and may lead to cessation. Newcastle University also reserves the right to cease its formal affiliation with an individual should they not adhere to the requirements set out in the role descriptor.

5. Corporate Support

International Alumni Representatives/International Alumni Chapter members are provided with complimentary Newcastle University business cards as well as invitations to volunteer thank you events and awards.
6. Guidelines for Voluntary International Alumni Representatives/Chapters

The global Newcastle University alumni community is a remarkable network of ambassadors, advocates and supporters of the University. By signing up as a volunteer you are indicating that you understand and agree to the conditions of this agreement.

International Alumni Chapter members/Representatives are ambassadors of Newcastle University and are expected to abide by a code of conduct as detailed below. The code of conduct also ensures that you receive adequate advice and support whilst fulfilling this role.

**Code of Conduct:** International Alumni Chapter members and representatives shall have a proven commitment to Newcastle University and its development. While engaged in any official capacity linked to Newcastle University, representatives are expected to maintain a high standard of ethical behaviour and personal conduct that demonstrates professionalism at all times. Alumni Representatives should avoid the appearance of conflict of interest that may have a negative reputational impact on Newcastle University. Any potential conflicts should be disclosed from the outset. Newcastle University will work the representative/chapter to develop clearly defined objectives and ensure an appropriate level of support is provided in activities. Newcastle University will enable representatives to contact alumni for the purposes of geographical activity through the NU Advancement office.

**International Alumni Chapter members and representatives should not:**

- Host any alumni events without discussion with Newcastle University's Advancement Office
- Derive any personal profit or gain from this voluntary role
- Store alumni contact information
- Make any promises or guarantees to prospective students

**We would ask to display the following information online:**

Your name
Your degree and year of graduation
A short biography about you

**To be completed by you:**

I confirm that I have read the information in this Memorandum of Agreement, including the role description and code of conduct. I agree that I will act, at all times, within these guidelines. I understand that any work I undertake on behalf of Newcastle University is entirely voluntary and at all times I will have the status of a volunteer.

Full name: ............................................................................................................
Signature: ...........................................................................................................
Date: ....................................................................................................................

**To be completed by Newcastle University:**

Full name: ............................................................................................................
Signature: ...........................................................................................................
Date: ....................................................................................................................

Please sign 2 copies, keep one as reference and return the other to NU Advancement, King’s Gate, Newcastle University, NE1 7RU or scan and return via email to alumni.volunteer@ncl.ac.uk