

## Newcastle University Alumni Societies Guide

### Role and structure

Alumni societies are social and/or professional networking groups organised by and for the Newcastle University alumni. They help to bring fellow graduates together to participate in local activities and events, in a positive and friendly environment.

Societies can be formed around multiple themes and we typically find that alumni establish a society around the following areas:

- Location
- Special interest
- Sport
- Course/subject
- Industry

To help ensure that your society is thriving we ask that:

- There is a minimum of one alumnus who leads on the development of the society.
- There is one alumnus who acts as a point of contact between the society and Newcastle University and leads on the develop.
- The society is inclusive to all Newcastle University alumni.
- If the group maintains its own bank account, it should have a Treasurer, who is responsible for the finances of the group and financial reporting.
- The society organises at least one event/activity per year.
- The society is listed on Newcastle University's website.

As your society grows, you may decide that you would prefer a formal set up which includes a formal constitution. As a society, if you feel you would benefit from a more formal approach, please do let us know and we would be happy to help. Typically, a formal society will have a President, Secretary and Treasurer with at least one Board meeting per annum.

### Our promise

We want to support you in making your society as thriving as it can be! We are committed to helping you and committed to supporting you by:

- Ensuring the society has a dedicated point of contact at the University.
- Providing you with an alumni toolkit which provides advice and support on key activity such as: event planning, terms of reference, constitutions.
- Highlight your society's activity on Newcastle University's main alumni communication channels.
- Offer your society an online presence through NCL spark and Newcastle University's website.
- Provide support in sourcing alumni speakers and volunteers if required for your activity.
- Ensuring you are the first to be know about Newcastle University news and opportunities that you may want to be involved.

## Useful information for your society

### Funding

Newcastle University does typically fund activity from alumni societies, and we recommend considering events that are free to run, selling tickets or asking alumni to cover their own costs.

### Data

As societies are independent from Newcastle University, we are unable to share alumni data with a society under the General Data Protection Regulation. However, we are more than happy to send out invitations and communications to alumni on behalf of the society. You can communicate with members via online platforms such as: NCLspark, Facebook and LinkedIn.

### Insurance

Societies are autonomous and independent from Newcastle University. This means that activities, members and officers are not covered by the University's insurance policy. The University is unable to provide specific advice regarding insurance policies; however, we encourage societies to seek independent advice as to whether insurance would be advisable for the society. We are aware that, this may differ region to region.

### Risk Assessments

When organising activity, a society will need to ensure that they minimise risk for attendees. This typically means liaising with venues to ensure they have been risk assessed and have the appropriate insurance cover. If you need to undertake your own risk assessment, you can obtain information at <http://www.hse.gov.uk/risk/>. Information may vary region to region, and we suggest checking with the relevant organisations for your region.

### Constitutions

Some societies have their own formal constitution, which can provide a framework for their operation. This can help clarify the purpose and objectives of the society, set out formal procedures for dealing with issues and provide a structure to assist in succession planning.

### Code of Conduct

Newcastle University asks all alumni volunteers to sign a Code of Conduct. The Code reflects the University's commitment to our alumni volunteers and the conduct we expect our alumni volunteers to behave when acting in conjunction or on behalf of the University. Any committee member or key contact within the society will be asked to read and sign the Code of Conduct.

### Events

Events are a great way to engage with members, both face to face and virtually! It is likely that you are experts as to what your members would like to see, but if you need some inspiration, we have compiled a list of suggestions in our society toolkit. If you would like to raise awareness of your activity, or invite the wider alumni community, we are happy to communicate on your behalf. All we ask is that you inform us of the event a minimum of 5 weeks in advance.