



University of South Australia

Guideline 4

UniSA Alumni

Committee Charter for Chapters

The following outlines the expected functions, activities and accountabilities of Alumni Committees.

These guidelines describe the relationship between the University and the chapter, and are in addition to those that would be contained within the relevant legal articles of association, legislation or ordinances of any particular chapter.

For an alumni Club or Group that does not have formal legal status, these guidelines form the baseline for effective operation.

1. Provide effective leadership and collaborate with UniSA in
 - articulating UniSA's values and vision
 - developing a relevant set of strategic activities for the specific alumni chapter or group
 - developing and maintaining an organisational structure, in line with UniSA alumni guidelines and in partnership with UniSA staff, that supports the achievement of agreed strategic objectives
 - establishing appropriate review or audit processes for committee management.
2. The committee will establish and monitor
 - agreed performance indicators
 - annual budgets and strategic plans.
3. The committee will, in line with its approved constitution, or in the case of a group or club or chapter within Australia where no constitution is prepared, establish:
 - Working subcommittees
 - Officer positions, which it is recommended extend for two year terms via democratic election wherever possible
 - Relevant special interest, ie discipline (academic area) based, sub-committees as appropriate.
4. The committee will regularly communicate with, and report to, nominated UniSA officers and provide:
 - an annual activity plan
 - regular updates and provision of alumni membership data twice yearly
 - copies of meeting agendas, notes and resolutions
 - regular and annual financial statements
 - unless otherwise, arranged, copies of advertisements, publications and other promotional material for UniSA authorisation and approval.



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5. The committee will seek, foster and provide mechanisms, either by formal election if required by its legal framework, or by other means, for a wide and appropriate representation of relevant alumni in the committee's membership and operation.
 6. The committee will not enter into agreements or commercial arrangements with third parties that uses the name of or association with the University of South Australia without the prior permission of the University.
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University of South Australia

The above charter is acknowledged and accepted by:

Signed Chapter President: _____

Date:

Committee Office bearers:

Title _____

Signature _____

Date

Title _____

Signature _____

Date

Title _____

Signature _____

Date

Title _____

Signature _____

Date

Title _____

Signature _____

Date

Title _____

Signature _____

Date

The above code has been adapted from the Australian Institute of Company Directors and other sources for specific use by UniSA Alumni

As approved by the UniSA Senior Management Group – June 2006