## CONTENTS

### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>OUR YOUNG ALUMNI COMMUNITY</td>
<td>4</td>
</tr>
<tr>
<td>GOVERNANCE</td>
<td>5</td>
</tr>
<tr>
<td>TERMS OF REFERENCE</td>
<td>5</td>
</tr>
<tr>
<td>CODE OF CONDUCT</td>
<td>9</td>
</tr>
<tr>
<td>POSITION DESCRIPTIONS</td>
<td>11</td>
</tr>
<tr>
<td>Chair</td>
<td>11</td>
</tr>
<tr>
<td>Deputy Chair</td>
<td>11</td>
</tr>
<tr>
<td>Treasurer</td>
<td>12</td>
</tr>
<tr>
<td>Secretary</td>
<td>13</td>
</tr>
<tr>
<td>Events Director</td>
<td>13</td>
</tr>
<tr>
<td>Social Media Director</td>
<td>14</td>
</tr>
<tr>
<td>Stakeholder Director</td>
<td>15</td>
</tr>
<tr>
<td>Young Alumni Council – Full member</td>
<td>15</td>
</tr>
<tr>
<td>Young Alumni Council – Associate Member</td>
<td>16</td>
</tr>
<tr>
<td>MEETING SCHEDULE</td>
<td>17</td>
</tr>
<tr>
<td>GOALS AND OBJECTIVES</td>
<td>17</td>
</tr>
<tr>
<td>MEMBERSHIP</td>
<td>18</td>
</tr>
<tr>
<td>MEMBERSHIP DRIVE</td>
<td>18</td>
</tr>
<tr>
<td>INTERNATIONAL PRESENCE</td>
<td>18</td>
</tr>
<tr>
<td>ENGAGING OUR COMMUNITY</td>
<td>19</td>
</tr>
<tr>
<td>A VISIBLE PRESENCE</td>
<td>19</td>
</tr>
<tr>
<td>ACHIEVING OUR GOALS</td>
<td>20</td>
</tr>
<tr>
<td>APPENDIX A: SAMPLE MEMBERSHIP OFFER LETTER</td>
<td>23</td>
</tr>
</tbody>
</table>
INTRODUCTION

The 2016 Annual Report is an important checkpoint in a year of growth, dynamism and development for the Australian National University (ANU) Young Alumni Council.

Since the ANU Young Alumni Council was launched in 2012, we have grown as a network with links across Australia and the world.

We aim to ensure that our alumni remain connected to ANU through a strong social media presence and with a dynamic events and outreach schedule. It is a constant source of inspiration to the Council that so many of our University’s alumni are keen to retain their ties with the campus and the broader young alumni community.

2016 is the first year that we have introduced a Council Executive to drive initiatives such as University engagement, young alumni outreach, event coordination and communications. We have achieved our core goals for 2016, including:

- Significant membership growth nationally and across the world;
- Continuing to raise our profile at major University events;
- Hosting regular networking events, including our first global event;
- Distributing our first Young Alumni e-newsletter;
- Relaunching our website; and
- Maximising our global social media presence.

Achieving these goals has placed the Council in an excellent position for 2017. Our ambitious growth plan builds on the goals above, incorporating:

- Targeted engagement with ANU Colleges;
- Increasing our presence in University recruitment, outreach and Open Day activities;
- Holding international networking and reunion events;
- Stimulating our networks through targeted events domestically and worldwide; and
- Developing a thought leadership event that provides a forum for young alumni to reconnect with the University’s academic staff.

The Council would not be able to achieve these ambitious goals without the ongoing support of the ANU Alumni Relations and Philanthropy team, particularly Louise Adena. I would also like to note the continuing encouragement and assistance of the Council Executive, including the Deputy Chair, Alissa Irgang.

To the University staff and other members of the alumni community, on behalf of the Young Alumni Council, thank you for your support.

Harriet Bateman BA (IR) (Hons) (2010)
Chair, ANU Young Alumni Council
OUR YOUNG ALUMNI COMMUNITY

950
Young Alumni donors to the ANU

689
ANU Young Alumni in Adelaide

590
Hours volunteered by the Young Alumni Council so far in 2016

83,495
ANU Alumni residing in Australia

2,538
ANU Young Alumni in Melbourne

4,395
ANU Young Alumni in Sydney

32,491
ANU Young Alumni in Australia

1,736
ANU Young Alumni in China

304
ANU Young Alumni in Hong Kong

460
ANU Young Alumni in the United States

579
ANU Young Alumni in the United Kingdom

447
ANU Young Alumni in Malaysia

962
ANU Young Alumni in Brisbane

618
ANU Young Alumni in Singapore

20,246
ANU Young Alumni in the Canberra region

271
ANU Young Alumni in the United Kingdom
GOVERNANCE

The Council has undergone a refresh to its governance structures with the support of Alumni Relations & Philanthropy. New governance arrangements ensure that the executive positions are well supported and the Council is operating according to best practice for volunteer organisations.

The Council notes its gratitude to Ms Louise Adena (Alumni Officer – Engagement) and Ms Penny Cilento (Alumni Officer – Programs) for their assistance in refreshing and redeveloping the following governance frameworks.

TERMS OF REFERENCE

The Australian National University’s Young Alumni Council has been developed for young alumni to maintain their affinity with the University. This will be achieved by developing programs and communication which support and engage with the young alumni community.

The role of the Young Alumni Council (YAC) includes:

- Coordinating and designing programs and communication that support and engage the young alumni community;
- Coordinating and designing programs that encourage alumni-student interaction, for example mentoring, networking events and career programs;
- Coordinating and designing programs and communication for students, and organising and participating in events including O Week, Bush Week and Graduation;
- Representing the University as an Ambassador in Australia and internationally in activities including student recruitment, Open Day and University events;
- Building networks and connecting young Alumni regionally and internationally with each other to build a sustainable alumni community; and
- Celebrating ANU and young alumni achievement through promotion within and beyond the ANU community.

The Council acts as alumni network in conjunction with the office of Alumni Relations and Philanthropy.

Membership in the YAC is voluntary. There is no monetary remuneration for involvement in the YAC.

Membership

Membership of the Young Alumni Council is for a term of two years and members include:

- Council Chair;
- Deputy Chair;
- Four to eight additional Council members;
- Associate Council Members; and
- Alumni Officer (Engagement).

Please note, the Alumni Officer (Engagement) represents the University. The ANU representative will abstain from voting on Council business; however they will provide guidance and advice for Council decisions. All council decisions are required to be endorsed in writing by the ANU representative.
The ANU representative will also be responsible for reviewing membership applications and making recommendations to the Council. An ANU representative will attend all Council meetings.

Members

The YAC consists of up to 10 full Council members (excluding the ANU representative). Appointed members must be alumni of the Australian National University and be 35 years of age or younger.

A quorum of the Council consists of 5 voting members.

Associate members

Associate members are appointed on a temporary basis to support particular projects. The YAC can appoint as many associate members as is deemed necessary to support a project. Associate members have the right to vote on their individual projects or volunteer roles (e.g. Secretary), but may not vote on business relating to other council matters.

Following the completion of their assigned project, Associate members are either:

- Stood down from the Council; or
- Assigned a new Council project to work on; or
- Appointed as a full member by a Council quorum.

Australian National University

The Council is advised and supported by the Alumni Officer (Engagement), who represents the University at meetings and in Council discussions. In the event that the Alumni Officer (Engagement) is unable to attend a Council meeting, an additional representative of the University will attend in their place.

The Council is overseen by a delegate appointed by the ANU. The current delegate (and YAC founder) is Deputy Vice-Chancellor (Academic). Through the ANU representative, the Council is responsible for providing quarterly reports to the University on their activities.

Appointment of Full Members and Associate Members

Membership to the Council is voluntary. Full Members are appointed for a term of two years, and Associate Members are appointed for a term of six months. At the end of their term, Council members must relinquish their portfolio.

Council members may be re-appointed to the Council at the conclusion of their term following a vote from a quorum of Council, or direct appointment by the University representative.

To appoint new members, the Council requires a majority quorum vote, and endorsement by the University.

1. Potential applicants should submit an Expression of Interest (EOI) and application form;
2. The University will review, shortlist and endorse applications for the Council’s consideration;
3. The Council will discuss applicant; considering gender equality, diversity and contributions to the Council;
4. The Chair will make a verbal offer to the applicant;
5. Alumni Relations will provide a formal letter of offer to the applicant; including a ‘code of conduct’ and a copy of the Council’s ‘terms of reference’; and
6. Alumni Relations will notify unsuccessful applicants of the outcome.

Expectations of Members

Members are expected to dedicate at least 1 hour per week to an approved YAC activity.

- Member contributions should be recorded and submitted to the Council Treasurer weekly;
• Assist with/or attend at least one Council event per calendar year.

Members must attend, in person or by telephone, at least six meetings per year to retain their membership.
• Apologies for meetings must be sent to the Chair and the University representative at least 4 hours prior to a meeting.

**Dismissal of Members**
In the event of a member being unable to attend the required number of meetings, failure to send apologies more than once will result in their membership being under review. If the member does not show cause, they will be dismissed.

**ANU Young Alumni Council Code of Conduct:**
All Council members are expected to read, understand and follow the Council Code of Conduct.

Alumni Relations and the YAC believe in upholding the ethical principles of sound governance:
• Accountability
• Transparency
• Fairness and balance - in the use of organisational authority and discretion
• Honesty - in the provision of information to internal and external stakeholders
• Dignity - espouse the right to human dignity in all activities undertaken
• Legal - compliance and adherence to conventional codes of behaviour
• Goodwill - in the management and administration of all organisational activities.

Members should also be aware that not following the Code of Conduct could lead to disciplinary consequences such as exclusion from Council.

**Roles**
Council members will be issued with a role description outlining their responsibilities. The role description will be prescriptive so that Council members know what their role and expectations are. This will also allow the University to ensure that all Council members are actively participating.

• Chair
• Deputy Chair
• Secretary
• Treasurer
• Social Media Director
• Event Director
• Stakeholder Director
• Young Alumni Council Full Member
• Young Alumni Council Associate Member

**Meeting schedule**
The YAC meets on the 2nd Tuesday of every month at 6.15pm (AEST) for one hour. These meetings are held in the conference room at the Alumni Relations building (28 Balmain Crescent ANU Campus). Members who cannot attend in person are able to use Skype or a teleconference call to join the meeting. Members located in time zones with unreasonably dial in times will arrange a separate meeting with the ANU Representative.

At the start of each calendar year, the Council will set the meeting dates for the year.
The Council will meet at the beginning of each year to review the outcomes of the previous year and plan for the year ahead. An operational plan outlining communication and events will be developed and agreed upon at a time agreed upon at the availability of the council.

Staff of the Alumni Relations team will be in attendance and provide support for the Board including a meeting space and administrative support as required.

The success of the Council depends largely on the time, leadership and enthusiasm of its members. Member responsibilities include:

- Active participation, feedback and input into meetings and Council projects;
- Serve on at least one Project Team within the Young Alumni Council structure;
- Coordinate meetings with Council members through online or face-to-face discussions and report back to the Chair and Alumni Relations on outcomes;
- Support ANU Alumni Relations in planning, coordinating, hosting and evaluating alumni programs and events for young alumni and students and programs that support the University;
- Council members are encouraged to be involved in at least one program or event for each calendar year of their appointment;
- Represent the Young Alumni Council at ANU events in Australia and internationally, particularly those hosted by the Chair, and encourage other alumni to join the event;
- Act as an ambassador for ANU Alumni Relations by informing alumni and alumni networks about events, programs and engagement opportunities;
- Establish young alumni networks targeting discipline, special interest or region;
- Identify and recommend future Council members to the Chair and keep a record of tips for future Council members;
- Assist the Alumni Relations Office in identifying exceptional alumni and nominees of the Annual ANU Alumni Awards;
- Encourage and recruit other alumni to give their time and expertise to ANU;
- Provide high level advice and support to the University at meetings and email requests for advice as required; and
- At least once per month, Contribute to YAC discussion – via email or on the LinkedIn subgroup.

Thank you for participating in this activity for ANU. These terms of reference have been provided to you so your involvement on the Young Alumni Council can be meaningful and enjoyable.
CODE OF CONDUCT
ANU Young Alumni Council Code of Conduct

All Council members are expected to read, understand and follow the Council Code of Conduct. Members should also be aware that not following the Code of Conduct could lead to disciplinary consequences such as exclusion from Council.

Expectations of members

Alumni Relations and Philanthropy is committed to providing a positive and constructive environment that is free from harassment, discrimination or threatening behaviour. To maintain this environment, members have a responsibility to maintain a high standard of behaviour.

This document describes expectations of members with regards to:

- General behaviour and attitude;
- Harassment, bullying and discrimination;
- Media communications; and
- Resolution protocol.

General behaviour and attitude

As a Member of Council you are expected to:

- Interact in a polite and respectful manner with all members of the community and council at all times;
- Be committed to your role: attend meetings on time, participate actively and constructively during meeting activities, and complete all tasks allocated to you;
- Take responsibility for your own position and wellbeing: ask questions if there is something that you do not understand and ask for assistance if experiencing any difficulties in your role;
- Observe meeting rules and behaviour guidelines as set by ANU Policy (full policy included in terms of reference);
- Use ANU campus buildings and equipment in a careful and responsible manner; and
- Notify Council staff/ANU Security immediately if noticing any threat or danger to the safety of yourself or others.

Harassment, bullying and discrimination

All Members have the right to be involved with the Council in an environment free from harassment, bullying and discrimination.

Along with this right, as a Council member you have a responsibility to:

- Show respect for others
- Keep your environment safe for yourself and others.

For example, if you notice any behaviour that may be considered harassment, you have a responsibility to notify a staff member that you feel comfortable talking to.

Unacceptable behaviour that members should not engage in includes but is not limited to:

- Making negative comments about particular ethnic groups or races (racial harassment);
- Making negative comments about particular culturally diverse groups;
- Making repeated invites to other Members when they have said no;
- Name-calling or making unwanted comments about a person’s appearance;
- Yelling, swearing or using offensive language;
- Physical harassment – unwelcomed physical contact (touching a person without permission);
- Verbal harassment – making negative or offensive comments about other members of the Council community not only within ANU grounds but on the internet, phone, at off campus meetings or via telecommunications; or
• Physical violence of any sort, including towards another person or property within and around the ANU campus at large.

**Multimedia communications**

Council’s expectations of high standards in behaviour and communications apply to those using the computing facilities. Access to a computer network at Council is subject to an agreed set of rules and procedures that reflect Australian and ACT law, as well as the Council’s concern for the rights of others and respect for property. Breaking this agreement will result in disciplinary action, repeated offenses will result in dismissal from the council.

All official Council correspondence must be sent from the Council inbox. Correspondence or contact made outside official channels are not binding to the Council or to the University.

Irresponsible behaviour includes:

• Not respecting the rights and privacy of others;
• Sending offensive or anonymous messages;
• YELLING or other negative use of emails or social media channels;
• Organising covert behaviours against a single member without following ANU Conflict resolution protocol; and
• Updating social media profiles (e.g. Facebook, LinkedIn) with deliberating misleading or inaccurate references to the Council.

**Resolution protocol**

Any council member who witnesses or suspects any of the above mentioned irresponsible behaviours is asked to report this immediately to your ANU Alumni Relations delegate.

The University will investigate all complaints and work with the Council to resolve any conflicts through:

• A negotiated outcome, where the parties concerned sort out things themselves;
• A mediated outcome, where the parties use the services of an independent mediator to help them arrive at their own agreement; or
• An arbitrated or adjudicated outcome, where an independent arbitrator or court determines how the dispute is to be resolved and makes a binding decision or order to this effect.

We believe in upholding the ethical principles of sound governance:

• Accountability;
• Transparency;
• Fairness and balance - in the use of organisational authority and discretion;
• Honesty - in the provision of information to internal and external stakeholders;
• Dignity - espouse the right to human dignity in all activities undertaken;
• Legal - compliance and adherence to conventional codes of behaviour; and
• Goodwill - in the management and administration of all organisational activities.

We would like to thank you all in advance for your cooperation and respect of ANU Policy and the YAC code of conduct.

Name: _________________________________  Date: __________________

Signature: _______________________________
**POSITION DESCRIPTIONS**

**Chair**

**Goal**

To lead and facilitate the Young Alumni Council

**Objectives**

- To facilitate Young Alumni Council Meetings through discussion of key agenda items; and
- To increase awareness and value of the Council to the University community.

**Tasks**

- Facilitate conversation and discussion of meeting agenda items and ensure all agenda items are discussed;
- Identify action items for next meeting in consultation with other Young Alumni Council members; and
- Participate in a minimum of two alumni events throughout the calendar year to support the University.

**Time Commitment**

- One hour a month to attend council meetings either in person or through teleconference.
- One hour a week to contribute to the facilitation of the assigned project.
- Average time for the year is approximately four to eight hours per month unless running an event/special project.

**Outputs**

- Attendance in person or via teleconference at meetings.
- Coordinate with Secretary to develop agenda for monthly meetings.
- Ensure Action items from previous meeting are attended to or completed.
- Assist with the bi-annual reports
- Attend/participate in a minimum of two ANU events per calendar year separate to that of the Young Alumni Council.

**Deputy Chair**

**Goal**

To lead and facilitate Young Alumni Council Meetings when the Chair in unable to attend.

**Objectives**

- To facilitate Young Alumni Council Meetings through discussion of key agenda items;
- To take on a key project for the Young Alumni Council; and
- To increase awareness and value of the Council to the University community.

**Tasks**

- Facilitate conversation and discussion of meeting agenda items and ensure all agenda items are discussed;
- Identify action items for next meeting in consultation with other Young Alumni Council members; and
- Participate in a minimum of two alumni events throughout the calendar year to support the University.

**Time Commitment**

- One hour a month to attend council meetings either in person or through teleconference.
- One hour a week to contribute to the facilitation of the assigned project.
- Average time for the year is approximately four to eight hours per month unless running an event/special project.

**Outputs**

- Attendance in person or via teleconference at meetings.
- Coordinate with Secretary to develop agenda for monthly meetings.
- Ensure Action items from previous meeting are attended to or completed.
- Assist with the bi-annual reports as needed.
- Attend/participate in a minimum of two ANU events per calendar year separate to that of the Young Alumni Council.

**Treasurer**

**Goal**
To manage finance and time commitments of the Young Alumni Council.

**Objectives**

- To work with committee members to strengthen the relationship of the ANU with young alumni and assure compliance.
- To maintain financial records.
- To oversee and approve financial expenditure of the subcommittees and the Council.

**Tasks**

- Track expenditures of the Council;
- Provide advice on the allocation of budget;
- Attendance at the monthly meetings, with apologies for any missed meetings (at least 4 hours notice given);
- To record all hourly contributions made by committee members and Associate Members;
- To appropriately monitor all in-kind contribution activities;
- To record and balance any funds that come through the committee; and
- To facilitate purchases through Alumni Relations.

**Time Commitment**

- Four to six hours per month; including attendance of the monthly council meeting (in person or via teleconference).

**Outputs**

- Produce a monthly financial report and provide it to the chair 2 days prior to meeting;
- Deliver monthly financial report at monthly meetings; and
- Deliver end of year financial report at last meeting of the year.
Secretary

Goal
To manage administration of Young Alumni Council meetings.

Objectives
- To assist the Chair to prepare for Young Alumni Council Meetings;
- Maintain and distribute documentation related to the meetings;

Tasks
- Distribute the rolling agenda for YAC meetings to members;
- Distribute meeting agenda attachments to members;
- Provide secretariat support for Council meetings;
- Maintain key YAC documentation, so that it can be retrieved upon request by YAC members or ANU representatives;
- Be the first point of contact for the Young Alumni Council e-mail account; and
- Other administrative tasks as required by the Council.

Time Commitment
- Four to six hours per month.

Outputs
- Attendance in person or via teleconference at meetings.
- Ongoing maintenance of YAC documents; including distribution.
- Ongoing maintenance of the Young Alumni Council e-mail account and GoogleDrive documents.

Events Director

Goal
- To co-ordinate the YAC Event Calendar and ensure that all Council events have an appropriate project lead to arrange, manage and attend the event;
- Hold at least four events annually, in either domestic or international locations.

Objectives
- To implement the YAC Event Calendar and assist project leads in organising events.

Tasks
- Monitor and maintain the YAC Event Calendar page to ensure calendar events are organised;
- Update the YAC at meetings on developments for the event calendar;
- Lead the event discussion at YAC meetings to discuss event initiatives to be undertaken by the Council;
- Ensure all events have a local project lead and assist with event organisation (where required), including the event invite and registration page;
- Ensure the Social Media Director and other stakeholders are informed of the event;
- Collect photos and debriefs from local project leads to provide for the e-newsletter and social media accounts;
• Ensure accurate data about the event is provided at Council meetings and for the bi-annual report.

**Time Commitment**

• 4 hours per month; including the monthly Council meeting.

**Outputs**

• Completion of the YAC Event Calendar;
• Coordinating a minimum of four events per year, either domestically or internationally;
• Attendance in person or via teleconference of monthly meeting; and
• Assistance with the bi-annual reports as needed.

**Social Media Director**

**Goal**

To lead, maintain and promote the Young Alumni Council's social media platforms.

**Objectives**

• To monitor and update the Young Alumni Council Facebook and Twitter pages a minimum of one per week.

**Tasks**

• Post at least one approved item per week to the YAC Facebook page and/or Twitter account;
• Monitor administrator access to the YAC Facebook page, including monitoring of access rights;
• Monitor the YAC Facebook page to remove inappropriate content;
• Update the YAC at meetings on developments on the YAC Facebook page and Twitter account; and
• Lead the social media discussion at YAC meetings to discuss social media initiatives to be undertaken by the YAC.

**Time Commitment**

• 4 hours per month; including the monthly Council meeting.

**Outputs**

• Maintenance of the YAC Facebook and Twitter accounts.
• Attendance in person or via teleconference of monthly meeting.
• Assist with the bi-annual reports as needed.
Stakeholder Director

Goal
To develop the Young Alumni Council’s engagement with University and community stakeholders.

Objectives
- To facilitate Young Alumni Council Meetings through discussion of key agenda items; and
- To develop relationships with stakeholders of the University and community.

Tasks
- Maintain the YAC communication strategy including identifying periodic updates from YAC to key ANU representatives and information from other areas of ANU that would assist the YAC;
- Identify ANU communication initiatives in other ANU areas where YAC could partner/provide support;
- Identify ANU and external stakeholders of the YAC; and
- Draft the quarterly YAC update, through collecting relevant information on events and social media.

Time Commitment
- One hour a month to attend council meetings either in person or through teleconference.
- One hour a week to contribute to the facilitation of the assigned project.
- Average time for the year is approximately four to eight hours per month unless running an event/special project.

Outputs
- Attendance in person or via teleconference at meetings.
- Develop and update stakeholder engagement list for the Council.
- Assist with the bi-annual reports as needed.

Young Alumni Council – Full member

Goal
To actively contribute to achieving the strategic direction of the Young Alumni Council.

Objectives
- To work with the council members to strengthen the relationship of the ANU with young alumni.
- To actively contribute to young alumni events and campaigns.

Tasks
- Attendance at the monthly meetings, with apologies for any missed meetings;
- Serve on a Project Team within the Council structure. This will include reporting on progress at the monthly meetings;
- Support ANU Alumni Relations in planning, coordinating, hosting and evaluating alumni programs and events for young alumni and students and programs that support the University’s strategic plan. This will include contribution to or attendance at least one program or event for each calendar year of their appointment;
• Represent the Young Alumni Council at ANU events in Australia and/or internationally, and encourage other young alumni to join the event;
• Assist the Alumni Relations Office in identifying exceptional young alumni and nominees of the Annual ANU Alumni Awards; and
• Act as an ambassador for ANU Alumni Relations by informing young alumni and alumni networks about events, programs and engagement opportunities.

Time Commitment

• One hour a month to attend council meetings either in person or through teleconference.
• One hour a week to contribute to the facilitation of the assigned project.
• Average time for the year is approximately four to eight hours per month unless running an event/special project.

Outputs

• Attendance in person or via teleconference at Council meetings. A minimum of six meetings must be attended each year,
• Attend a minimum of one Council event per calendar year.
• Assist with the bi-annual reports as needed.

Young Alumni Council – Associate Member

Goal
To actively contribute to achieving the strategic direction of the Young Alumni Council.

Objectives

• To work with the council members to strengthen the relationship of the ANU with young alumni.
• To actively contribute to young alumni events and campaigns.

Tasks

• Attendance at the monthly meetings, with apologies for any missed meetings;
• Serve on a Project Team within the Council structure. This will include reporting on progress at the monthly meetings; and
• Act as an ambassador for ANU Alumni Relations by informing young alumni and alumni networks about events, programs and engagement opportunities.

Time Commitment

• One hour a month to attend council meetings either in person or through teleconference.
• One hour a week to contribute to the facilitation of the assigned project.
• Average time for the year is approximately four to eight hours per month unless running an event/special project.

Outputs

• Attendance in person or via teleconference at meetings.
• Attend a minimum of one Council event per calendar year.
• Assist with the bi-annual reports as needed.
MEETING SCHEDULE

Meetings were held monthly at 6:15pm (AEDST and AEST) at the Conference Room, ANU Alumni Relations and Philanthropy, 28 Balmain Crescent, Acton, ACT. Members attended both in person and via teleconference.

The full list of meeting dates are shown below.

- Tuesday 9 February 2016
- Tuesday 8 March 2016
- Tuesday 12 April 2016
- Tuesday 17 May 2016
- Tuesday 14 June 2016
- Tuesday 12 July 2016
- Tuesday 9 August 2016
- Tuesday 13 September 2016
- Tuesday 11 October 2016
- Tuesday 8 November 2016
- Tuesday 13 December 2016

GOALS AND OBJECTIVES

The following goals and objectives were developed by the Council in consultation ANU Alumni Relations. They build on the foundations of the goals developed in 2013 and 2015 by the Council.

Goals:

1. Increase opportunities, engagement and support for alumni aged 34 and under
2. Build young alumni engagement in key regions/hubs
3. Celebrate ANU and young alumni achievement
4. Grow young alumni participation and support

Objectives:

1. Have a strong and engaging social media presence
2. Initiate regular and relevant communication with young alumni
3. Participate in programs and services that assist young alumni
4. Participate in the ANU alumni publications program
5. Encourage engagement of businesses and organisations with the ANU and its community
6. Tailor existing programs and services to the young alumni community
MEMBERSHIP

The Council has undergone a significant and dynamic membership expansion in 2016. At the beginning of the year, there were eight members of the Young Alumni Council. Four of these members were founding members of the Council and had been involved in Council activity since 2012. As of December 2016, there are 24 members of the Young Alumni Council.

MEMBERSHIP DRIVE

In May 2016, the Council called for membership nominations. 9 nominations were received, and Stephanie Triefus, Abbas Abbasov, Christian Jack, Cheryl Ng, Haolan Liang, Simon Liu, Georgina Vallance, Helen Phelps and Ewen Hollingsworth became members of the Council at the June meeting.

In August, 5 nominations were received and Frank Chang, Karan Savara, Michael O’Meara, Sarah Edwards and Timothy Cooper joined the Council.

In September, 3 nominations were received and Prudence Davie, Lewis Hirst and Samuel Fernandes joined the Council.

In November, 1 nomination was received and Stephanie Smythe joined the Council.

INTERNATIONAL PRESENCE

The ANU alumni community is spread throughout the world, so it is essential that the Council reflect the geographic diaspora. In 2016, the Council welcomed Cheryl Ng (Singapore), Simon Liu (Singapore), Michael O’Meara (London) and Sam Fernandes (California) to its membership, enabling our international presence in New York, Singapore and London.

Our first international event coincided with the Vice-Chancellor’s trip to Asia and was held in Singapore. In 2017, the Council will look to hold events in the United Kingdom, the United States and Singapore in line with the Vice-Chancellor’s travel plans.
ENGAGING OUR COMMUNITY

The Young Alumni Council website relaunched in February 2016 and provides information about the Council’s goals, objectives, meeting schedule, events calendar, membership application details and member profiles. It also includes links to the Council’s Code of Conduct, Terms of Reference and Position Descriptions.

In February the Council distributed its first eNewsletter to more than 30,000 members of the alumni community worldwide. The Council received 10 applications and expressions of interest as a result of the eNewsletter.

Throughout the course of the year, the Young Alumni Council Facebook page grew to 919 likes as of January 2017, with an average monthly page growth of 36%. A sample of page posts is provided below.
A VISIBLE PRESENCE

The Young Alumni Council maximised its presence at a number of events throughout 2016. In March 2016, the 2016 Alumni Awards Gala Dinner was held at Old Parliament House. The event was co-hosted by the Young Alumni Council Chair, Harriet Bateman and the Council was provided with a complimentary table. The evening provided an opportunity for the Council membership to network with other members of the alumni community, including the Chancellor and Vice-Chancellor, and recipients of the alumni awards past and present.

In August, the Council was invited to attend the Vice-Chancellor’s Recognition Event and 2017 Alumni Awards Launch at University House. The Young Alumni Council Chair, Harriet Bateman, was MC for the evening. The event celebrated the achievements of the alumni community, including members of the Council, and their ongoing contributions to the University.

Throughout 2016, the Council held and/or participated in the following events:

- Summer Drinks at the National Portrait Gallery (Canberra);
- Financial Planning Information Night and Networking Drinks at Dixon Advisory (Canberra);
- Winter drinks at QT Hotel (Canberra);
- Winter Drinks at the Royal George (Sydney);
- Canberra Networking Drinks at Lucky’s (Canberra);
- Stargazing at Mt Stromlo Observatory (Canberra);
- Spring Cocktails (Singapore);
- Joint networking event with ANU International Law society (Canberra)

Council members attended the following ANU events:

- ANU Alumni Awards Gala Dinner;
- ANU Leadership Panel on How to Change the World;
- Crawford School Federal Election Policy Forum;
- Crawford School US Foreign Policy Under the Next Presidency Special Lecture;
- ANU Alumni Recognition and 2017 Alumni Awards Launch;
- ANU Open Day;
- ANU Three Minute Thesis Competition Final; and
- 2016 Celebration of Giving.
ACHIEVING OUR GOALS

2016 has been a year of achievement, recognition and accomplishment for the Young Alumni Council. We have continued to build our brand on a global scale, and have increased awareness of our purpose and our activities within the young alumni community.

Strengthening our international presence has been a core purpose of the Council since its inception. The contributions and insights provided by our international Council members is invaluable, and we look forward to growing our overseas presence in 2017.

Another key goal of the Council executive is to ensure that our membership is sustainable for years to come. Our fourfold growth and ongoing interest from the young alumni community has set a strong foundation for the Council’s continued success.
2 August 2016

Ms Louise Adena
Alumni Officer (Engagement)
Alumni Relations & Philanthropy
+61 2 6125 7066
Louise.adena@anu.edu.au

{Title}{First name}{Surname}
{Address line 1}
{Suburb}{State}{Postcode}

Dear {insert name},

Thank you for your application for the ANU Young Alumni Council (YAC). The Council has now considered the applications and I am delighted to be able to offer you a place on the Council as an Associate Member.

Associate memberships are offered on a six-month trial basis. At the conclusion of your term, the Council will review your application, and either extend your appointment as an associate member, or invite you to join as a full member for a two year term. Your appointment date is from Tuesday 14 June 2016. As an associate member, you are required to contribute a minimum of 4 hours per month to the Council.

To accept this offer, please sign the attached Code of Conduct and email back to alumni@anu.edu.au by Friday 10 June 2016.

If you have any questions about the Council, please do not hesitate to contact me at alumni@anu.edu.au or by phoning (02) 6125 7066.

I offer you my warmest congratulations!

Yours sincerely

Ms Louise Adena BA (2013)
Alumni Officer (Engagement)
Alumni Relations & Philanthropy

Harriet Bateman BA (IR) (Hons) (2010)
Chair
Young Alumni Council

www.anu.edu.au

CRICOS Provider No. 00120C