**Young Alumni Council**

**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 sub-group.

Thank you for participating in this activity for ‘your university’. These terms of reference have been provided to you so your involvement on the Young Alumni Council can be meaningful and enjoyable.

We wish you all the best in your involvement.