

INSTITUTIONAL RULES FOR CONVOCATION GOVERNANCE STRUCTURES

TERMS OF REFERENCE FOR THE ALUMNI RELATIONS OFFICE

Document type: Institutional Rules
Policy Category: Governance

Document number: R 72/18

1. GENERAL

- 1.1 The Alumni Relations Office forms part of the Department of University Relations (DUR) and reports to the Director of University Relations who, in turn, reports to the Vice-Chancellor and Principal or a delegated member of the Executive.
- 1.2 It is important to note that the staff in the Alumni Relations Office do not report to any Convocation structure or substructure.

2. AUTHORITY AND FUNCTIONS

- 2.1 DUR is the functional and management unit responsible for Alumni support, which includes *inter alia* the following:
 - (a) Compiling the unit's annual plan and preparing the associated budget for approval, including coordinating the annual plans of Alumni structures, including that of the Convocation Advisory Board and that of Alumni Associations consisting of Regions/Branches, Clubs and Special Interest Groups, including Profession-based Alumni Associations where relevant and applicable;
 - (b) overseeing the management of the funds allocated annually to any alumni structures, where applicable, including financial reporting in line with UP policies; and
 - (c) maintaining and updating the Alumni database.
- 2.2 The Head of Alumni Relations provides secretarial and related administrative support to the President of the Convocation and the Convocation Advisory Board in relation to Convocation business only.

- 2.3 The Alumni Relations Office will manage the processes related to the nomination and election of the members of the Convocation Advisory Board in conjunction with the Office of the Registrar.
- 2.4 The Alumni Relations Office is responsible for the agreed upon administrative and other support of the Alumni Associations, consisting of Regions/Branches, Clubs and Special Interest groups, including Profession-based Alumni Associations. This will include:
- (a) Providing support with venues for meetings or events of Alumni Associations on the University Campus as approved by the Events Committee.
 - (b) Providing guidance and advice relating to the relevant Institutional Rules.
 - (c) Providing advice relating to Alumni relations activities, but not organising such events.
 - (d) Providing coverage of or marketing of Alumni Associations activities in Alumni publications and on the Alumni platforms.
 - (e) Coordinating the annual programmes of Alumni Associations.
- 2.5 The Alumni Relations Office is also responsible for providing guidance in terms of the relevant Institutional Rules to the Alumni Associations.
- 2.6 The Alumni Relations Office provides such support to the various Alumni Associations as may be required and as agreed upon.

3. PROMOTION OF THE VISION OF THE CONVOCATION

The Alumni Relations Office will ensure that the Convocation structures and substructures promote the vision of the University through their annual plans and activities as set out below:

- 3.1 The Convocation and the Alumni of the University have a vested interest in the stature and success of the University, as this will ensure that their qualifications will retain their currency and will continue to be held in high esteem.
- 3.2 Given the stake that the Convocation and the Alumni have in the University, the University should draw on the established networks and expertise of its Alumni to the benefit of the University and current cohort of students.
- 3.3 The Alumni should be encouraged to “pay it forward” by investing their knowledge and experience in their *alma mater* – thereby cultivating and nurturing a sense of cohesion, belonging and loyalty – not only among Alumni but also towards the University.
- 3.4 The Convocation and the Alumni must act in the best interests of the University and promote the stature and status of the University at all times.

4. REVIEW OF INSTITUTIONAL RULES

These rules shall be reviewed every four (4) years or otherwise whenever deemed necessary during the intervening period.

5. DOCUMENT METADATA

Document number:	<i>R 72/18</i>
Document version:	<i>First approved version</i>
Document approval authority:	<i>Council</i>
Document approval date:	<i>21 November 2018</i>
Document owner:	<i>Registrar</i>
Document author(s):	<i>Office of the Registrar</i>
Date:	
Visibility:	
Display on staff intranet	√
Display on student intranet	
Display on public web	√