

Alumni Advisory Group - Terms of Reference

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1. Purpose

- 1.1. The AFTRS Alumni Advisory Group is a group of alumni whose purpose is to provide advice and input into AFTRS alumni related strategy, activities, and opportunities. These may include, but are not limited to; the AFTRS alumni policy, AFTRS 50th Anniversary events, mentoring programs, general alumni events, scholarships, fundraising, alumni communications.

2. SCOPE

- 2.1. These Terms of Reference apply to the Group as an ancillary function to AFTRS staff involved in organising alumni communication and activities, including but not limited to; the Industry and Alumni Engagement team, the Partnerships and Development division, the AFTRS Executive, CEO and Council.

3. Membership

Composition

- 3.1. The Advisory Group will comprise of up to nine (9) Members and no less than six (6), consisting of:
- AFTRS Director First Nations & Outreach
 - AFTRS Head of Industry and Alumni Engagement (optional attendee)
 - AFTRS Alumni Program Manager or delegate;
 - Three (3) AFTRS appointed alumni representatives
 - Three or more (3 or more) nominated alumni representatives (via EOI)

Length of service/term

- The first cohort of alumni members will serve a two-year term, after which all alumni representatives will have the opportunity to elect a one year or two-year term
- Note: 'alumni' refers to graduates of award courses – this does not include short course or industry certificate participants.

Chair

Appointment

- 3.2. The CEO shall appoint a member of the Alumni Advisory Group to be the Chair of the Group.
- 3.3. In the Chair's absence, the meeting will be chaired by the Alumni Program Manager or a suitable AFTRS delegate.
- 3.4. If the Chair position becomes vacant, the Head of Industry and Alumni Engagement will act as Chair until the position is filled.

Duties and responsibilities of the Chair

- 3.5. The Chair will ensure the Group fulfils its functions as specified in these Terms of Reference, including to:
 - Preside over the Group meetings and direct discussions to use the time available to address issues effectively;
 - Authorise the minutes of the Group and ensure they properly reflect the Groups decisions;
 - Be the point of contact between the Group, the Industry and Alumni Engagement Team (part of the Partnerships and Development Division) and the CEO; and
 - Present reports, where required, to the AFTRS Executive and AFTRS Council about matters considered at meetings of the Group.

4. Functions

- 4.1. The functions of the Group are to:
 - Give an active voice to industry-current alumni, and encourage alumni involvement
 - Assist in the creation of networking opportunities for alumni
 - Advise AFTRS regarding the planning of events – such as the AFTRS 50th Anniversary
 - Contribute to the implementation of initiatives such as an alumni mentoring program
 - Contribute to the implementation of a scholarship fund, raising awareness among networks and assisting in fundraising efforts
 - Raise awareness of alumni benefits and encourage take up
 - Raise the profile of AFTRS alumni and the school, on a global scale

5. Meetings

Frequency

- 5.1 The Group will meet quarterly in May, August, November, February
- 5.2 The Chair may schedule additional meetings as required.
- 5.3 The Group will meet either in person or virtually, depending on the availability and location of members and the relevant health advice in their area.

Quorum

- 5.4 A quorum will include five (5) members comprising four alumni members and an AFTRS delegate.

Standing Attendees and By Invitation

5.5 The Alumni Advisory Group has the following standing attendees:

- AFTRS CEO;
- Members of AFTRS Council;
- Members of AFTRS Executive;
- Head of Partnerships and Development

5.6 The Group may also request members of staff or external parties to attend meetings by invitation on an as-needed basis to provide expertise or input.

Secretariat

5.7 The Alumni Program Manager will provide the Secretariat service to the Group.

5.8 The Secretariat will:

- Coordinate the meeting documents and facilitate their distribution to members,
- Facilitate the establishment of meetings scheduled,
- Record minutes of the proceedings within an Alumni Advisory Group meeting. On occasion, as required, this function may be provided by another member of the AFTRS staff; and
- Maintain an action tracker/business arising document for the Group.

6. Responsibilities

Compliance, monitoring and review

6.1. The Alumni Program Manager is responsible for ensuring the Terms of Reference for the Advisory Group:

- Continue to align with the intended purpose of the group and AFTRS requirements, strategies, values, policies and procedures;
- Is implemented and monitored (i.e. the principles of the Terms of Reference are embedded in the operating of the group, monitored for changes in the policy environment, and emerging issues are identified); and
- Is reviewed to evaluate its continuing effectiveness.

Reporting

6.2. The progress and outcome of meetings will be conveyed to the CEO and AFTRS Executive, and where appropriate, subject to CEO approval, AFTRS Council.

7. Related Legislation and Documents

7.1. AFTRS Act 1973

7.2. Corporate Plan 2021–22 For the period FY 2021–2025

7.3. AFTRS Alumni Strategy

8. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Alumni Program Manager
Contact Officer	Alumni Program Manager
Distribution	AFTRS website; AFTRS Base Camp
Next Review Date	10/03/2024 Reviewed Annually

Approval and Amendment History	Details
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Amendment History and Date	CEO – N/A
Notes	New document.
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