

Melbourne Law School Young Alumni Committee



THE UNIVERSITY OF
MELBOURNE

TERMS OF REFERENCE

As at 03 July 2020

The Melbourne Law School (**MLS**) Young Alumni Committee (the **Committee**) is a volunteer advisory body that represents the needs of alumni who graduated less than ten years ago (**Young Alumni**). The Committee's overarching objective is to develop and implement targeted alumni initiatives and programs that are relevant and valuable to MLS Young Alumni.

Role

The Committee will represent the views of the Young Alumni community both in Australia and internationally and provide an external lens and strategic advice on alumni initiatives and programs targeting Young Alumni.

The role of the Committee is to:

- ▶ foster and sustain the active engagement of Young Alumni through promoting alumni event participation, volunteering and other engagement opportunities via professional and personal networks.
- ▶ help build and grow the affinity between the Young Alumni community and MLS and the University of Melbourne.
- ▶ assist with the cultivation of philanthropic support from Young Alumni.

MLS will support the activities of the Committee by:

- ▶ planning and delivery of the MLS Young Alumni program of activities;
- ▶ informing the Committee of MLS strategic priorities;
- ▶ seeking feedback from the Committee on the Young Alumni program;
- ▶ attend and minute Committee meetings to ensure strategic decisions are made, Committee ideas and feedback are heard, and action items recorded accurately; and
- ▶ manage the budget for the Young Alumni program. Activities and expenses of the Committee are subject to the approval of the MLS Alumni Relations Manager.

Membership

Members will be appointed for terms of two years to Committee roles at the invitation and discretion of the Dean of MLS on the advice of the Chair, Deputy Chair and the MLS Alumni Relations Office. The Chair and Deputy Chair will rotate amongst members on a yearly basis.

Membership of the Committee will seek to be representative of the diversity of the Young Alumni body, including in relation to gender, cultural background, graduation year, profession, and industry experience.

The Committee shall consist of the following members:

- ▶ a **Chair**, to lead and provide strategic direction to the Committee, driving key activities and initiatives;
- ▶ a **Deputy Chair**, to support the Chair in driving activities of the Committee and ensure that objectives and updates played by the Chair are enacted;
- ▶ the **Melbourne University Law Students' Society (MULSS) President**, to promote student-alumni integration, or nominee; and
- ▶ a minimum of five ordinary members of the MLS Young Alumni community.

The MLS Alumni Relations Manager and Alumni Relations Support Officer as ex-officio members of the Committee.

During their term, members will work with MLS to:

- ▶ be informed about the Committee, its mission, members, projects and activities;
- ▶ make decisions that consider MLS objectives and benefit MLS, its students, and alumni;

- ▶ attend at least 75 per cent of the Committee meetings in a year;
- ▶ ensure representation of the Committee at MLS Young Alumni activities and actively participate in MLS alumni events;
- ▶ make suggestions for improving current activities, and propose new activities that would be of interest to Young Alumni graduates;
- ▶ actively share their networks, as required, to assist with event planning and promotion, including the promotion of events and activities through social media; and
- ▶ actively participate in the recommendation and recruitment of potential Committee members.

Members who fail to abide by the Terms of Reference, observe confidentiality, or maintain professional standards of behaviour and safety, or at the discretion of the Dean, will be stood down from the Committee by the Dean of MLS.

Reporting

At the end of each academic year, the Chair and Deputy Chair will present a report to the Dean of MLS or her nominee evaluating the Committee's activities, key learnings for the year and objectives for the next year. The MLS Alumni Relations Office will assist in preparing the report.

Meetings

The Committee will meet a minimum of four times per year and a member of the Committee will volunteer to host and chair the meetings on a rotating basis. The Committee will consider business agreed in advance by the host, the Committee Chair, and the MLS Alumni Relations Office.