

## TERMS OF REFERENCE

### **Alumni Secretary:**

The Alumni Secretary is responsible for:

- handling the club's relations with its alumni (ex members).
- maintaining the alumni webpage on the web server (with the help of the webmaster).
- answering requests from alumni arriving on the [alumni@ouwc.org](mailto:alumni@ouwc.org) alias.
- maintaining the alumni mailing list ([walkingalumni@maillist.ox.ac.uk](mailto:walkingalumni@maillist.ox.ac.uk)) as well as the lists of associated names and addresses. This involves keeping track of people who want to join or leave the scheme.
- inviting those alumni that joined the scheme to one social event per term (the annual dinner being the most important one) and welcoming them in person.
- liaising with the treasurer and trip and safety coordinator when donations are received for sponsoring either ML, WGL or First Aid training.

### **Scheme Membership:**

Midterm, the Alumni Secretary should request from the membership secretary the list of members who are about to leave Oxford. The names should be forwarded to the Oxford University Development Office (Sport Section), and they should all be emailed to ask them whether they wish to join the Alumni scheme.

The list of names and addresses of alumni members should be kept separate from the list of members. The information we will be collecting consists of:

- Full name
- Permanent address
- Permanent email (*i.e.* not a college email)
- Year they entered Oxford
- Year they left
- Whether they wish to be added to the alumni mailing list

### **Mailings/Donation Requests:**

The Alumni Secretary should liaise with the Development Office (DO) in Trinity Term (current contact: Amy Kay [[amy.kay@devoff.ox.ac.uk](mailto:amy.kay@devoff.ox.ac.uk)]) in order to send yearly, postal mailings to all OUWC alumni (regardless of whether they signed up to the email list or alumni scheme). The DO will arrange this and will require from the

Alumni Secretary some material for a flyer/newsletter to be sent with the mailing (2xA4 sheets). This may include current club news, reports on past trips/social events, and reasons why the club needs their donations. The DO will also put together a thank you letter to send to alumni who respond positively.

OUWC has a 'fund code' with the DO, this enables us to receive regular direct debit donations (a form for this is sent out with the mailing). We can also receive one-off donations in the form of cheques, which are made payable to the normal OUWC bank account. The DO need to be sent the name and contact of the current OUWC treasurer (whenever this changes) along with the club bank details on club logo headed paper.

Last updated Trinity Term 2010 by Carina Brehony