

Committee of Convocation

Agenda for Meeting

Wednesday 21 September 2022 at 5.30 pm

Graduate House, 220 Leicester Street, Carlton

(Hybrid)

1. **Welcome and Acknowledgement of Country**
2. **Guest Speaker**
The guest speaker will be Geoffrey Lawler representing the Alumni Council.
3. **Attendance**
4. **Confirmation of Minutes** of the last meeting, held on 20 July 2022
5. **Membership**
 - a. Additions and withdrawals
 - b. Leave of Absence
6. **Report of the President**
7. **Financial Report**
8. **Key Matters for Consideration**
 - a. Liaison with the Alumni Council
 - b. Liaison with the Graduate Union
 - c. Actions update
 - d. Membership development
 - e. Projects
 - f. Website - continuation
 - g. Tours and speakers
9. **U of M Items of Interest**
Input from all members
10. **Other Business**
As may be introduced
11. **Next Meeting**
Wednesday 16 November 2022
12. **Close**

Attachments

Updated Actions
Guest speaker CV

Zoom Link

<https://us02web.zoom.us/j/84427484089?pwd=eUZQZlNIS2MwL2g4WW1pYjAwVTBUdz09>

Papers Circulated for Consideration at the Meeting

Alumni Council data from the University website

COMMITTEE OF CONVOCATION - ACTIONS

Ref. No.	Date	Description	Responsibility	Status	Ref. No.
118	2022-07-20	Submit, to the President, suggested questions for the Alumni Council	All	In progress	118
119	2022-07-20	Liaise with the Alumni Council about possible joint consultations	President	In progress	119
120	2022-07-20	Liaise with Graduate House about possible joint action	President	In progress	120
121	2022-07-20	Consider the future of the website of the Committee	All	In progress	121

CV for Geoffrey Lawler
Alumni Council

BArch Hons (Melb 1980)

Grad Dip Public Policy and Management (Monash 1998)

Recently retired, Geoff has been an executive, strategist and advisor with a strong public policy background, working with both a strategic or operational focus over 39 years in the public sector for the Victorian and local governments, including 21 years as a senior manager for the City of Melbourne.

Geoff has significant experience in city planning, local government, senior management, strategy, policy and engagement and built a local and international profile as an innovator in cities policy, which was recognised through the award of the Public Service Medal on Australia Day 2016.



Alumni Council Charter

(Made under section 15 Council Regulation)

1 Definitions

In this charter:

“candidate” means, in respect of a particular faculty group, a person who is a member of the alumni of the University nominated for election to the Alumni Council to represent that particular faculty group.

“faculty group” means, in relation to the election of members of the Alumni Council, any one of the following groupings of academic units (or predecessors as applicable):

- (a) Faculty of Architecture, Building and Planning and Melbourne School of Engineering;
- (b) Faculty of Arts and Faculty of Fine Arts and Music;
- (c) Faculty of Business and Economics and Melbourne Business School;
- (d) Faculty of Medicine, Dentistry and Health Sciences;
- (e) Faculties of Science and Veterinary and Agricultural Science; and
- (f) Melbourne Law School and Melbourne Graduate School of Education.

2 Membership

(1) The Vice-Chancellor must appoint to Alumni Council:

(a) as voting members, no more than 16 alumni including the President appointed under section 15 of Council Regulations provided that

- (i) the appointees are not members of University Council;
- (ii) the appointees are not University professional staff;
- (iii) no more than two members are University academic staff; and
- (iv) at least six are elected according to provision 3 of this Charter.

(b) as non-voting members, two University representatives on the recommendation of the Vice-Chancellor; and

(c) no alumni who has been a member of Alumni Council for more than six years unless exempted by a specific University Council resolution.

(2) The Vice-Chancellor, in making appointments under (1) must as far as possible, seek to achieve diversity in age, gender, level of previous engagement as an alumni and state or country of residency.

(3) The period of office for each member of the Alumni Council ceases:

- (a) after two years from appointment; or
- (b) for voting members, upon appointment to University Council or commencement as a professional staff member of the University.

(4) The Vice-Chancellor may fill any casual vacancy.

3 Elections

(1) The University must hold an election in 2016, and every second year thereafter, for appointment to Alumni Council under this Charter.

(2) Candidates for election must be nominated by a member of the alumni of the University.

(3) Each candidate for election must nominate a faculty group of which the candidate is an alumnus and for which the candidate is seeking election.

- (4) Only one candidate may be elected from each faculty group.
- (5) All alumni may vote in elections for every faculty group provided they only vote once in each faculty group for which an election is being held.
- (6) The appointment to Alumni Council as an elected member is the candidate receiving the most votes in the faculty group that the alumni represents
- (7) Where two or more candidates for one faculty group each receive the equal highest number of votes, the Vice-Chancellor may determine which candidate to appoint as the representative for that faculty group.

4 Alumni Council Proceedings

- (1) Subject to section 15 of the Council Regulations and to this charter, the Alumni Council may regulate its own proceedings.
- (2) The Alumni Council may present an annual report to alumni.

5 Appointment of the President as head of Alumni Council

- (1) In accordance with Section 15 (2)(a) of the Council Regulation, the President of Alumni Council is appointed by the Council on the recommendation of the Vice-Chancellor.
- (2) In making the recommendation, the Vice-Chancellor must take account of any advice of the Alumni Council.

6 Review

The Vice-President (Advancement) must review this Charter annually and recommend any amendments to Council for approval.

Alumni Council Member



THE UNIVERSITY OF
MELBOURNE

ROLE DESCRIPTION

Term of Office: Two years

Responsible to: University Council

Supported by: The Advancement Office

Roles and Responsibilities of the Alumni Council:

1. Provide an external lens, review and advise on the both the Alumni Relations and University strategic plan;
2. To support the University and the Campaign by leveraging networks;
3. To maintain a strong knowledge about the University and its activities;
4. To facilitate the development and standing of the alumni body of the University as well as their positive connection to the University.
5. To build relations with alumni, academic and professional staff members to support these processes;
6. To serve as an ambassador for the University by building partnerships and expanding supporters.

Duties of Each Alumni Council Member:

1. Be informed about the Alumni Council, its mission, members, projects, and activities.
2. Attend Council meetings. There are up to 5 Alumni Council meetings and 1 planning session each year.
 - a. Plan your schedule to enable regular attendance at Council meetings, be on time, and stay until the business is concluded.
 - b. Read papers and be prepared to discuss issues and agenda items.
 - c. Contribute your knowledge and expertise through expressing your point of view.
 - d. Consider other points of view, make constructive comments and suggestions, and help the Council make decisions that benefit the University, students and alumni.
 - e. Advise the President well in advance if you are not able to attend any meeting.
3. Serve as an active member of committees, working groups or the like as may be agreed.
4. Contribute to the University through gifts of time, skills and financially, as appropriate to each member's circumstances.
5. Actively participate in University events and social media platforms. Participate in no less than two events each year. We encourage at least one event be related to the work of a subcommittee.
6. Participate in the recruitment and recommendation of new Alumni Council members.
7. Reflect on your experience with the Alumni Council each year.
8. Undertake all duties and activities in a positive and respectful manner as befits a lead role model of the University community.

2021 Annual Report to Council by the Alumni Council

Council Meeting 6/2021 (8 December 2021)



RECOMMENDATIONS

1. That the Council note and accept the Alumni Council Report on 2021 activities.

EXECUTIVE SUMMARY

Outline the purpose

This report is submitted under Council Regulation 15(2)(f) which requires the Alumni Council to report annually to the Council on its activities and performance against the goals developed under Regulation 15(2)(b). The report is regarded by the Alumni Council as a valuable public record of its support for the University's Alumni Engagement Strategy.

Over the past six years, the Alumni Council has evolved under the guidance of the Director of Alumni and Stakeholder Relations to the point where in 2020, members agreed on three core pillars to guide its activities: to keep alumni *Informed, Engaged and Inspired*. In order to do this, the Alumni Council seeks to:

- **Inform** fellow alumni of the activities of the University
- **Advise** university management on key issues on behalf of the alumni community
- **Advocate** in the public sphere on behalf of the alumni community & the University of Melbourne

These pillars have helped guide meeting agendas and engagement and the Alumni Council takes this opportunity to thank Dr James Allan for his support and insights working with every member of the Alumni Council over the past six years.

FINANCIAL IMPACT/RISKS/MITIGATION STRATEGIES

There are no associated impacts or risks

BACKGROUND

Alumni Council

The Alumni Council meets 4-6 times a year. In addition to these regular meetings, Alumni Council members are actively engaged via involvement in mentoring and volunteer programs, along with events and donations, reflecting the *Believe* focus of engaging alumni as donors, participants or volunteers. Members located overseas contributed to their local associations and alumni communities, supporting University initiatives to establish local student study centres.

The AC is supported by a number of informal structures such as an Executive Committee (two Vice-Presidents) and a Membership and Nominations Committee with the latter to guide the 2022 VC appointments and elections. An annual member self-assessment process has recently been re-introduced to help the AC identify areas for improvement or focus on an annual basis.

Alumni Council Composition: Increasing Diversity

The Melbourne alumni community is incredibly diverse and so the Alumni Council has been aiming to increase its own diversity in recent years. Enhancing diversity was a key focus of VC appointments and the 2020 elections have generated an impressive result, particularly in relation to geographic diversity. University alumni are now represented by members located in Malaysia, China, India, Sydney, Brisbane and Melbourne. Faculty

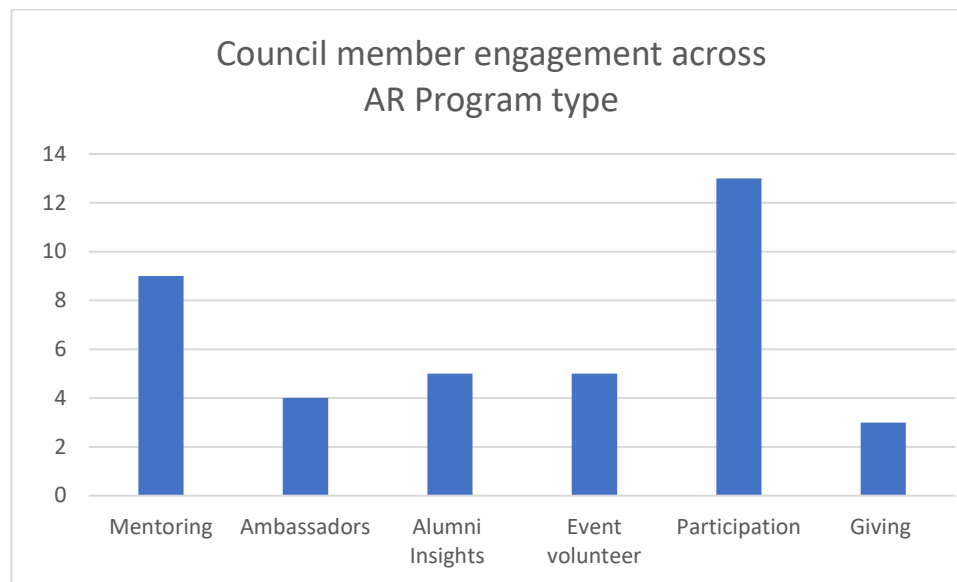
representation has also been broadened across all faculties, resulting in a diverse skill set and broad networks which can be leveraged to benefit University outreach.

	Alumni Council	Alumni Community*
Melbourne/Victoria	6 (42%)	220,272 (47%)
Interstate	4 (28%)	23,749 (5%)
International	4 (28%)	58,890 (12%)
Unspecified		169,821 (36%)

*figures as at 15 November 2021. Does not include alumni with unspecified location

Alumni Council Engagement in 2021

AC members contribute individually to advance the objectives of the Alumni Relations strategy by modelling and advocating participation in other alumni-related programs. These include engagement via attendance at events, giving, mentoring, offering insights through surveys/focus groups, speaking at events, providing profiles for recruitment and marketing, or volunteering at events. The following tables show the breadth of Council member engagement across Alumni Relations programs and by program type:



Advice

One of the Alumni Council's primary functions is to provide advice to University staff on a variety of topics. In 2021, the AC has been briefed on and provided advice and input to management on a broad range of topics, including:

- *Advancing Melbourne* Strategy & 2021 Environmental scan
- Key themes for Advancement Engagement
- The *Thanking and Demonstrating Impact* project (part of the *Believe* Campaign)
- Global Alumni Communities (Associations and Networks)
- Melbourne Climate Futures
- New Student Precinct
- International student support

Opportunities for Advocacy

Opportunities for alumni to act as ambassadors to promote and amplify University initiatives and activities via their in-person and social networks have not been utilised to the fullest extent. Alumni Council members have indicated strong support to share University messaging on impact or university priority areas (e.g. Melbourne Climate Futures). This will be a focus for 2022 with support for members to be made available via communications toolkits.

The Alumni Council will also welcome the opportunity to provide input to the design of the new Alumni Engagement Strategy into 2022 and would appreciate any guidance from the Council in this regard.

***Believe* – the Campaign for the University of Melbourne**

Following the meeting of the initial philanthropic Campaign target in 2015, a new dual target was set to raise an additional \$500 million (total \$1 billion) and engage 100,000 alumni in the life of the University by 2021. Since 2016, the University, has seen 108% increase in engagement including a 158% increase in alumni volunteering. This is driven largely by over 6,300 alumni who volunteer to support students through mentoring. These pleasing results have been supported by the provision of strategic advice and guidance from the Alumni Council.

APPROVAL

Written by: Dr Rachel Baird, President Alumni Council

Authorised by: Dr James Allan, Director of Alumni and Stakeholder Relations

Alumni & Giving
Your Alumni Council

Welcome to Your Alumni Community
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Join the Alumni Council



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years with the next election scheduled for late 2022.

The role of the Council

The Council has a number of roles, including:

- Represent the interests of the University and alumni around the world
- Enhance the student experience and support career-focused initiatives to assist alumni and students
- Guide alumni programming, promoting the University and helping raise philanthropic support
- Be part of and represent an informed alumni voice to help guide services and activities for students
- Provide input as to how the University can continue to improve
- Input into the activities that promote and enrich the student experience
- Provide input in to strategies that resolve key areas of interest for students
- Promote alumni-led career opportunities for students and alumni
- Provide views and involvement in planning and policy in relation to alumni and their role in the Uni of Melbourne community

The Council normally meets at the Parkville Campus six or seven times a year and will accommodate video conferencing needs, no matter where in the world you are.

Alumni Council members serve a two year term. At the conclusion of their term members can re-nominate if they wish.

Read a copy of the Alumni Council's latest annual report [here](#).

Election FAQ

Can I nominate myself?



As a member of staff, can I stand for election and/or vote?



If I am an honorary fellow, am I eligible to stand for election?



Can I stand for re-election after the first term?



What does the role of an Alumni Council Member involve?



Alumni Council FAQ

How is the Alumni Council governed?



Will my travel expenses as a member be paid?



I live overseas - how will I join meetings?



Am I expected to attend events? If so, how often?



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