

## Sir Roland Wilson Alumni Advisory Group - Terms of Reference

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### 1. Purpose

The Sir Roland Wilson Foundation Alumni Advisory Group (the Group) represents the interests and views of a growing alumni community and contributes to the activities of the Foundation and its partners: The Australian National University (ANU), Charles Darwin University (CDU) and the Australian Public Service (APS).

These activities may include, but are not limited to alumni programs and activities, partner relations and engagement, communications, program development and events. The Group assists the Foundation in achieving its goals and objectives, as outlined in the [Strategic Plan 2020–2025](#). It actively supports the Foundation's purpose of bringing together partners to build research-informed public policy capability and leadership. In particular, it supports the Foundation to build influential alumni networks and focus the Foundation's events and activities to achieve greater impact (strategic goal 2).

### 2. Objectives

The Group provides advice to the Foundation in relation to strategic goal 2, including:

- Support scholars and alumni to build a strong, engaged and cohesive alumni community with influential alumni networks through high value and innovative alumni programs, events and services; and
- Contribute to a culture of rigorous, evidence-informed decision making by fostering interdisciplinary communication and partnership between ANU, CDU and the APS.

### 3. Membership

Membership of the Group is voluntary and members include:

- Chair;
- Deputy Chair;
- Two to four additional Group members;
- Foundation representative (Executive Director).

A quorum of the Group consists of three voting members. The Group elects the Chair and Deputy Chair.

The Group consists of a maximum of six members (excluding the Foundation representative). Appointed members must be alumni of one of the Sir Roland Wilson Foundation scholarship programs. At any given time, the group will consist of a minimum of two alumni from each scholarship program. Members are appointed for a term of two years.

The Foundation representative will abstain from voting on Group business; however, they will provide guidance and advice for Group recommendations and be responsible for reviewing membership applications and making recommendations to the Foundation Board. All Group recommendations are required to be endorsed in writing by the Foundation representative. To appoint new members, the Group requires a majority quorum vote, and endorsement by the Foundation representative.



1. Potential applicants should submit an Expression of Interest;
2. The Foundation representative will review, shortlist and endorse applications for the Group's consideration;
3. The Group will discuss applicants; taking into consideration gender equality, diversity and potential contributions to the Group;
4. The Chair will make a verbal offer to the applicant;
5. The Foundation will provide a formal letter of offer to the applicant; including the 'ANU code of conduct' and a copy of the Group's 'terms of reference'; and
6. The Foundation will notify unsuccessful applicants of the outcome.

Members must relinquish their portfolio at the end of their term. Group members may be re-appointed at the conclusion of their term following a vote from a quorum of the Group, or direct appointment by the Foundation representative.

#### **4. Responsibilities**

As an alumni-led group, success will largely depend on the time, leadership and enthusiasm of its members. Member responsibilities include:

- Support the Foundation in planning, coordinating, hosting and evaluating alumni programs and events for Sir Roland Wilson alumni and scholars;
- Represent the Foundation at ANU or partner events in Australia;
- Act as an ambassador for the Foundation by informing alumni and alumni networks about events, programs and engagement opportunities;
- Assist the Foundation in identifying exceptional alumni and nominees of the Annual ANU Alumni Awards and the Foundation's Ian Castles Prize;
- Contribute to and engage with the Foundation's communications and social media;
- Identify and recommend future Group members to the Chair;
- Encourage and recruit other alumni to give their time and expertise to the Foundation; and
- Other responsibilities as identified by the Foundation.

#### **5. Meeting schedule**

The Group meets three times per year. These meetings are on ANU Campus unless otherwise indicated. Members who cannot attend in person are able to use a teleconference call to join the meeting. Members located in time zones with unreasonably dial in times will arrange a separate meeting with the Foundation representative.

At the start of each calendar year, the Group will set the meeting dates for the year.

The Group will meet at the end of each year to review the outcomes and plan for the year ahead. An operational plan outlining communication and events will be developed and agreed upon at a time agreed upon at the availability of the Group.

The Foundation will provide support for the Group, including a meeting space and administrative support as required.

#### **6. Expectations of Members**

Members are expected to dedicate approximately four hours per quarter to a Group activity, and are required to assist with/or attend at least one Group event per calendar year. Members must attend, in person or by telephone, at least two meetings per year to retain their membership.