

Sir Roland Wilson Alumni Advisory Group - Terms of Reference

1. Purpose

The Sir Roland Wilson Foundation Alumni Advisory Group (the Group) represents the interests and views of a growing alumni community and assists the Foundation in achieving its goals and objectives as outlined in the [Strategic Plan 2020–2025](#). It does this through contributing to the activities of the Foundation and its partners: The Australian National University (ANU), Charles Darwin University (CDU) and the Australian Public Service (APS).

The Group actively supports the Foundation's purpose of building 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 of the Strategic Plan). The Group's activities may include: alumni programs and activities; partner relations; events and engagement; communications and program development.

2. Objectives

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

- supporting 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
- contributing 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. The Group consists of a maximum of six members (excluding the Foundation representative), including:

- Co-Chair – Sir Roland Wilson Scholarship;
- Co-Chair – Pat Turner Scholarship;
- Two to four additional Group members;
- Foundation representative (Executive Director).

Appointed members must be alumni of one of the Sir Roland Wilson Foundation scholarship programs. The Group will consist of a minimum of two alumni from each scholarship program. Members are appointed for a two year term.

A quorum of the Group consists of three voting members. The Group normally elects the Co-Chairs. The inaugural Co-Chairs of the Group are to be elected by ballot from the alumni cohort.

The Co-Chairs of the Group will be appointed to the Sir Roland Wilson Foundation Board under [The Australian National University \(Sir Roland Wilson Foundation\) Statute 2019](#). Co-Chairs will be appointed to the Sir Roland Wilson Foundation Board on an alternating basis, each for a period of twelve months. Co-Chairs will caucus prior to the meeting to inform joint positions to the board.

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. Steps include:

1. potential applicants to submit an Expression of Interest;
2. the Foundation representative to review, shortlist and endorse applications for the Group's consideration;
3. the Group to discuss applicants; taking into consideration gender equality, diversity and potential contributions to the Group;
4. the Co-Chairs to make a verbal offer to the applicant(s);
5. the Foundation to provide a formal letter of offer to the applicant; including the 'ANU code of conduct' and a copy of these Terms of Reference; and
6. the Foundation to 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:

- supporting the Foundation in planning, coordinating, hosting and evaluating alumni programs and events for Sir Roland Wilson alumni and scholars;
- representing the Foundation at ANU or partner events in Australia;
- acting as an ambassador for the Foundation by informing alumni and alumni networks about events, programs and engagement opportunities;
- assisting the Foundation in identifying exceptional alumni and nominees of the Annual ANU Alumni Awards and the Foundation's Ian Castles Prize;
- contributing to and engaging with the Foundation's communications and social media;
- identifying and recommending future Group members to the Co-Chairs;
- encouraging and recruiting 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 unreasonable 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.

At the last meeting of the year the Group will 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.