



AGREEMENT TO SERVE AS CHAIR OF A LOCAL ALUMNI LEADERSHIP COMMITTEE

I have read the description of the set up and expectations for a local Alumni Leadership Committee (ALC), the description of the role of Chair of the ALC and the Guidelines to help run the ALC in _____
City

I understand the importance of the following items and agree to maintain and promote them as long as I am serving in the role of Chair of my local ALC:

- ❖ Call a minimum of one meeting of the committee a year
- ❖ Keep notes of all ALC meetings and e-mail a copy to the committee members and the Alumni Relations office within a week of each meeting
- ❖ Work with the ALC members to plan and execute activities and reunions for local alumni in our area
- ❖ Ensure that contact information for local alumni is also shared with the Alumni Relations Office
- ❖ Uphold the UK data protection laws when gathering, keeping and sharing alumni data
- ❖ Take responsibility as required for individual events in the local area
- ❖ Arrange for photographs to be taken of events and sent to Alumni Relations
- ❖ Liaise with Alumni Relations Office when University personnel visit the area
- ❖ Maintain a committee membership of at least two members in addition to the Chair
- ❖ Liaise with Alumni Relations about committee membership and developments
- ❖ Liaise regularly with Alumni Relations Office for support and exchange of ideas
- ❖ Give the Alumni Relations Office three month's notice before terminating in the role of Chair of the ALC.

I have read the description of the role. My signature below represents my agreement with the description and expectations of the role of Chair of my local Alumni Leadership Committee.

Signature _____ Date _____

Please return to the Alumni Relations Office

06 Agreement ALC chair

by fax to +44 (0) 207 368 8470 or

by e-mail to Deirdre.simpson@richmond.ac.uk

by mail to Alumni Relations Office, Asa Briggs Hall, 7-17 Ansdell Street, London W8 5BN

For any questions or concerns, the telephone number of the Alumni Relations Office is +44 (0) 207 368 8468.