



AGREEMENT TO SERVE ON A LOCAL ALUMNI LEADERSHIP COMMITTEE

I have read the description of the set up and expectations for a local Alumni Leadership Committee (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 during the period of my two year renewable term in this role.

- ❖ Attend and participate in at least 2/3 of the local ALC meetings held each year
- ❖ Attend and assist at the key reunion events for the area
- ❖ To respond to e-mail messages from the ALC Chair
- ❖ To give at least 24 hours notice of inability to attend a meeting.
- ❖ Work with other alumni members on the ALC to plan and execute activities and reunions for local alumni
- ❖ Ensure that contact information obtained for local alumni is always shared with the Alumni Relations Office
- ❖ As required to take responsibility for individual events in the local area
- ❖ Arrange for photographs to be taken and Sign In form to be completed by all attendees of the event and sent to Alumni Relations
- ❖ Liaise with Alumni Relations Office when University personnel visit the area
- ❖ Give the ALC Chair and the Alumni Relations Office a month's notice before terminating my service on the ALC and suggest names of people to replace me.

I have read the description of the role. My signature below represents my agreement with the above items.

Signature _____ Date _____

Please return to the Alumni Relations Office
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 5B

Telephone number of the Alumni Relations Office is +44 (0) 207 368 8468.