

**LONDON’S GLOBAL UNIVERSITY**

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| **Global Alumni Groups: President Volunteer Role Description** | |
| **Role description** | Has overall responsibility for the leading the activities of the group, as well as overall responsibility for supporting other group volunteers. Leadership of volunteer group should serve a maximum of two terms of three consecutive years, provide reasonable opportunities for club volunteers, and support the transition of new alumni volunteers to be involved. |
| **Time commitment & Volunteer responsibilities** | * Be the lead advocate and spokesperson to champion the group and its activities * Chair and attend meetings for the group as appropriate (virtual or in-person) * Support other group volunteers with their areas of responsibility as appropriate * Represent UCL interests and be the main contact for UCL Alumni Relations team * Communicate effectively and escalate group issues to your Alumni Relations contact in a timely manner * Ensure inclusivity and accessibility, promoting good relations and practices towards engaging different groups * Must submit a draft programme of club activities for the year ahead through their Annual Review submission (ensuring the events programmes are inclusive and representative of alumni in their geographical region) |
| **Eligibility criteria & skills sought** | * **Must be UCL Alumni based in group location** * Confidence in leading a team * Ability to think strategically and understand the wider impact of the group in its location * Ability to support other volunteers to succeed in their roles and responsibilities * Passionate about UCL and its brand representation in group location |
| **Benefits of being involved** | * Give back to the UCL alumni community * Develop leadership skills * Develop organisational skills * Build your network, both personally and professionally * Re-connect with UCL and UCL’s community globally |
| **How we will support you** | * Briefing and training from your Alumni Relations contact * Responding to requests within three working days * Helping to promote events through posting on the UCL alumni website, and where appropriate sending invitations through UCL’s up-to-date alumni database and promoting through official UCL channels (including social media) * Connecting new volunteers to groups leadership and assisting with seeking new volunteers as necessary * Connecting alumni groups to relevant contacts within the university as appropriate * Providing an opportunity to bid for funding to support alumni activities through the Annual Review * Supporting and thanking our volunteers * Providing UCL brand guidance and materials as necessary   *Please note: UCL may cease its formal affiliation and support of an alumni volunteer and remove them from their leadership role if they do not adhere to the terms of the* [*volunteer agreement*](https://aoc.ucl.ac.uk/alumni/alumni-relations/professional-development/alumni-volunteer-agreement-) *and UCL’s* [*official guidance for alumni groups*](https://www.ucl.ac.uk/alumni/clubs-and-networks/guidance-global-alumni-groups)*.* |