

**LONDON’S GLOBAL UNIVERSITY**

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| **Global Alumni Groups: PresidentVolunteer 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)
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| **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
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| **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
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| **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)*.* |