



ALUMNI
NETWORK
MEMBERS ROLE
DESCRIPTION
2024

INTRODUCTION

BACKGROUND

Drawing on over 100,000 Murdoch alumni spread across the globe, the University is looking to establish local networks where we bring together Murdoch alumni to assist the University to strengthen our alumni engagement and to be an advocate in your region. There could not be a more exciting time to reconnect with your alma mater or to continue and grow your connection. We do hope that you consider this exciting opportunity and partner with us for this new program.

WHAT IS AN ALUMNI NETWORK?

An Alumni Network is a formalised group of Murdoch University Alumni from the same metropolitan area. The Network offers regular opportunities for alumni to stay involved and active in the life of the University and stay connected to fellow alumni.

Alumni Networks are volunteer-led groups of Murdoch graduates who facilitate regular opportunities for professional, social and intellectual engagement (either face-to-face or virtually). All Murdoch University Alumni Networks are supported by Murdoch University's Alumni Relations Office.



DEFINING THE ROLES

As the University approaches our 50-year celebrations and beyond, the Networks are being formed to strengthen our engagement with alumni across the globe. Importantly, we are seeking advocates within our diverse regions to assist the University to build connections, bolster our reputation, engage with industry to support engaging and fun events, alumni award nominations, find lost alumni and much more.

MURDOCH UNIVERSITY ALUMNI RELATIONS TEAM ROLE

The Murdoch University Alumni Relations team is dedicated to providing each and every Murdoch University Alumni Network with support. This may include for example, administrative support such as the drafting of communications and event guidance and serving as a conduit and reference point for university personnel and resources.

Alumni Relations responsibilities include:

- Monthly updates and communications regarding any relevant university and alumni information
- Regular meetings with network representatives to discuss future activity, successes and challenges
- Maintaining up-to-date network information on our alumni webpage (including contact information)
- Email communication to alumni in support of network activity
- Promotion of network activity on university channels including social networks
- Resources to assist the planning and hosting of events
- Assistance with elections and transitions/recruitment of representatives
- Training for representatives



DEFINING THE ROLES

THE ROLE OF A NETWORK REPRESENTATIVE/CHAIR/CO-CHAIR

Becoming involved with a Murdoch Alumni Network means agreeing to be a local representative of the University's alumni network and an ambassador for the University. For single alumni groups, the role will be the coordinator/contact point with the University when planning activity and events in your region. Networks with more than one member will need to elect a Chair and co-Chair to be the official liaison points with the University.

Network representatives' responsibilities include:

- Attend scheduled meetings (schedule to be determined)
- Partner with the Alumni Relations Office to arrange activities
- Provide advice on what events and activity work best in your region
- Act as representatives of the University and advancing Murdoch's reputation
- Record hours contributed by Network representatives and reporting these through to the Alumni Office annually
- Provide the Alumni office with up-to-date contact information of representatives, and alumni attendees, to ensure the integrity of data in the alumni database
- Engage with industry and thought leaders when organising events and activities for the Network
- Suggest ways of connecting our MU alumni with student communities
- Provide assistance to the University with professional initiatives occurring in your region
- Be open to featuring in University marketing and promotional initiatives

Time Commitment

Network representatives can expect a time commitment of about two to three hours per month over the course of a year. There will be periodic online meeting attendance with Murdoch's Alumni Relations Office.

Would expect to contribute to the network for up to two-years, an extension to this contribution to be discussed towards the end of your tenure.

NETWORK ACTIVITIES

Initial Network activity to potentially include:

- Career support – including professional development workshops, post graduate course information and opportunities to consult with fellow Murdoch grads.
- Mentoring opportunities – facilitating ways you can help students following your career path.
- Community service initiatives – creating chances to give back and make a difference.
- Networking events – opportunities to meet professionals and peers from your industry and moreover, make new friends.
- Reunions – not just trips down memory lane, but windows to connect with people in your profession and university personnel.
- Social events – purely for fun!



UNIVERSITY PRINCIPLES

We ask and expect that all Network representatives embrace our Murdoch University principles in every aspect of activity and communication.

These principles are:

- Act with justice, respect and responsible care
- Be collegiate and respectful of other points of view
- Be transparent in decision-making
- Adopt common approaches to common tasks
- Be careful stewards of university resources



INTERESTED?

PLEASE FILL OUT THE
ONLINE EXPRESSION OF
INTEREST FORM

CONTACT

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