

### Alum Officer Job Description

Whilst not necessarily part of the day-to-day running of the SU, the role is a vital part of the Executive Committee as it is their job to ensure that the SU continues to grow and increase Alum relations and donations. The primary function of the role is to increase Alum relations both at a club and SU level.

<b>Essential</b>	<b>Desirable</b>
<b><u>Experience</u></b>	
Experience of working with Alum through committee work	Having been an Alum officer for a previous sports club or other committee.
Shall have awareness of Sports Union structure and organisation	
<b><u>Skills and Attributes</u></b>	
The ability to contribute innovative ideas towards Sports Union policy on Alum relations	
Excellent interpersonal and communication skills, verbally and written (via email).	
Excellent organisational and planning skills	
<b><u>Time Commitment and Responsibilities to Roles</u></b>	
<b>Role as a member of the Executive Committee</b>	
Must be able to attend Sports Union Executive Meetings (one evening Monthly), and give regular updates on the progress of their work to the relevant positions/ committees.	Also attend the monthly General Meetings (held on either a Monday or Thursday).
Should be available to help in the deliverance of SU events, such as SU ball, Varsity, Charity Events etc.	Also be able to take a leading role in the organisation of SU Events.
Be the link between the Development and Alumni events, funds and fundraising opportunities and clubs so that both parties can gain optimal use from each other. <i>Eg signing sports clubs up to their fundraising events, and making clubs aware of the services the Development and Alumni Office have (funds, mailing lists and other resources)</i>	Be aware of the Development and Alumni Office rules and restraints on Alum Correspondence
<b>Alum Role</b>	

Should be able to contribute up to <b>8 hrs / week</b> to the role, as well as some time during the summer months to coordinate and plan events and projects for the coming year	Meet with the Alum officers of all 64 clubs at the beginning of Semester one to explain the roles and set goals, to be reviewed later in the year, and in relation to club score.
Maintain and increase the SU <b>archives</b> in conjunction with Centre of Research and Collections (through the archiving policy).	Encourage clubs to maintain their own social archives, available to their Alum through social media and websites.
Assist clubs in the planning, event, and following review of their <b>Alum days</b> , with the help of the Student Alum Committee	
Chair the <b>Student Alum Committee</b> . Use members to delegate responsibility to clubs (especially for Alum Days), share ideas on annual and long term development plans, and decide the outcome of the yearly Alum Award.	Increase the knowledge about the potential income sources to clubs
sit on the <b>Graduate Alum Committee</b> who decide the Alum Fund allocations on a termly basis (£1500 allocated termly)	Review and Update the Alum Committee Constitution and <i>Preferably have them made up of all past executive members. Use it as a social network, in charge of the FB Media and Linkdin Network, and liase with Alum for Sport to Success evenings and other such events.</i>
Collect each Clubs <b>Alum mailing list</b> to compare and update the Development and Alumni mailing list. From hence forth, the SU Alum officer must act as liason between clubs and the Development and Alumni office (for event planning, and to contact mailing lists- in order for it to be done through official channels)	Ensure each club is maintain social media sites that allow for the club and their Alum to be kept up to date with the clubs news and events, and to provide a network for the club.
Manage club <b>donations</b> , in conjunction with the Development and Alumni Office. <i>*To be released annually, and applied for by clubs so that it only goes towards plans to develop the club.</i>	Work with clubs to engage with Alum in order to increase regular and ongoing donations. Ensure each of them have the donation links on their website.
Maintain strong <b>links</b> between the SU and Alum	Contribute new ideas to strengthen the links between the SU and Alum