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## TERMS OF REFERENCE

### **Alumni Secretary:**

The Alumni Secretary is responsible for:

- handling the club's relations with its alumni (ex members).
- maintaining the alumni webpage on the web server (with the help of the webmaster).
- answering requests from alumni arriving on the [alumni@ouwc.org](mailto:alumni@ouwc.org) alias.
- maintaining the alumni mailing list ([walkingalumni@maillist.ox.ac.uk](mailto:walkingalumni@maillist.ox.ac.uk)) as well as the lists of associated names and addresses. This involves keeping track of people who want to join or leave the scheme.
- inviting those alumni that joined the scheme to one social event per term (the annual dinner being the most important one) and welcoming them in person.
- liaising with the treasurer and trip and safety coordinator when donations are received for sponsoring either ML, WGL or First Aid training.

### **Scheme Membership:**

Midterm, the Alumni Secretary should request from the Membership Secretary the list of members who are about to leave Oxford. The names should be forwarded to the Oxford University Development Office (Sport Section), and they should all be emailed to ask them whether they wish to join the Alumni Scheme.

The list of names and addresses of alumni members should be kept separate from the list of members. The information we will be collecting consists of:

- Full name
- Permanent address
- Permanent email (*i.e.* not a college email)
- Year they entered Oxford
- Year they left
- Whether they wish to be added to the alumni mailing list

### **Mailings/Donation Requests:**

During the Summer vacation\*, the Alumni Secretary should compile a newsletter, reflecting on the academic year which has just gone. This should include current club news, reports on past trips/social events, and reasons why the club needs their donations (see website for examples of old newsletters). The Development Office and/or Club can put together a thank you letter to send to alumni who respond positively. The OUWC has a 'fund code' with the DO, this enables us to receive regular gifts by credit card or by direct debit. A single gift can also be made by credit/debit card. This can be done here:

<https://www.giving.ox.ac.uk/page.aspx?pid=2996>

A page on easyfundraising was set up in 2011 and provides a free and easy way to earn money for the club. Just shop online via [easyfundraising.org.uk](http://easyfundraising.org.uk) with over 2,700 well known retailers like Amazon, Argos, M&S, eBay (and many more!) and whenever you buy something online, the retailer makes a donation to the club. This is the link so send occasional reminders to the alumni maillist.

<http://www.easyfundraising.org.uk/causes/ouwc/>

**\* It is the responsibility of whoever serves as Alumni Sec in Trinity Term to compile the newsletter (this is important to note, especially if there is going to be a handover between Trinity and Michaelmas).**

Last updated Hilary Term 2016 by Simon Lewis