



OVERVIEW FOR OXFORD ALUMNI GROUPS

With over 200 groups based in 90 countries, the University of Oxford's regional alumni groups provide a global network of contacts. Alumni groups act as regional ambassadors and trusted advocates, support current and prospective students and keep Oxonians connected to the University and to each other, wherever they may reside.

Each group is volunteer-led and autonomous in its operations. Alumni groups vary in size and scope, and are an invaluable source of support to the University. In addition to offering up a regular and varied programme of social events, alumni groups are expected to:

- help support the strategic aims of the University of Oxford whenever possible, including highlighting the University's commitment to research and education, strengthening a global outlook, promoting outreach and fostering a lifelong connection with the University for alumni;
- invite academic visitors to share their latest research;
- encourage activities that benefit current and/or prospective students of the University (i.e. freshers' events, schools' outreach, creating student bursaries, or career mentoring); and
- inform alumni about activities at Oxford and serve as a channel of communication between alumni and the University.

Groups should ensure that they:

- hold at least one event per year
- contribute and/or feed back to the Volunteer News e-bulletins
- reach out to fellow Groups for inspiration and to share best practice
- have a Group Officer attend the annual Volunteer Leadership Conferences where possible
- adhere to the *Guidelines for Alumni Groups*:
https://www.alumni.ox.ac.uk/sites/www.alumni.ox.ac.uk/files/Volunteer%20insert_Guidelines_2pp_0.pdf
- follow the *Alumni Network logo guidelines*:
 - For Oxford groups:
https://www.alumni.ox.ac.uk/sites/www.alumni.ox.ac.uk/files/Alumninetwork_logo_sheetHR%20%28FINAL%29%20-%20web%20version%20-%2029-05-18.pdf
 - For joint Oxford and Cambridge groups:
https://www.alumni.ox.ac.uk/sites/www.alumni.ox.ac.uk/files/OxCam_AlumniNet_LogoGuide%20%28Print%20%26%20Digital%29_0.pdf
- are financially self-sustaining;
- have a succession plan in place to support the Group's further development; and
- report at least annually on activities to the Alumni Office by means of the Annual Update Survey.



The University recommends that alumni groups:

- are inclusive and encourage not only Oxford alumni to participate, but also friends and supporters of the university;
- obtain appropriate insurance for their activities as groups are not covered under the University's insurance;
 - the University has a relationship with Zurich Insurance, however groups should obtain independent advice on all insurance needs
- carry out risk assessments as required by venues or insurers.
- maintain a separate bank account in the name of the Alumni Group with multiple signatories where practical

Useful resources:

Online payment systems

The Alumni Office does not endorse any online payment system, however the following are popular systems:

- Paypal: <https://www.paypal.com/uk/home>
- Worldpay: <http://www.worldpay.com/uk>
- Eventbrite (events ticketing only): <https://www.eventbrite.co.uk>

Other online systems

The Alumni Office does not endorse any external online system, however the following may be of use:

- Mailchimp (bulk email system): www.mailchimp.com
- SurveyMonkey (survey system): www.surveymonkey.net
- Doodle Poll (polling website): http://doodle.com/en_GB/

Risk Assessments

- The Health and Safety Executive: <http://www.hse.gov.uk/risk/controlling-risks.htm>