

Sub-Committees

Rules: Rule 27 refers to the appointment of sub-committees.

Bylaws: Bylaw 16 covers meeting frequency, membership requirements and reporting /communications for all sub-committees of the Association. In addition, Bylaws 17-23 refer to the responsibilities of individual sub-committees (*and* Bylaw 12 details information on minimum meeting and reporting requirements for each SIG).

2018/19 Sub-Committees

Communications committee

Members: Catherine Lawrence (Chair), Hayley Baxter, Juliet O'Brien, N Chan (Book Fair), Marion Jones (Newsletter Editor), Jane Atkins (Proof-reader/editorial assistance).

Relevant Strategic Plan Goal: To achieve a positive improvement in profile and in membership: To achieve a >1% *net* increase in membership numbers in 2016, and in all subsequent years, with a focus on retaining existing members, *and* on attracting new members who share Alumni Friends' vision (in particular, attracting people who are willing and able to volunteer time and expertise to the Association). During 2016-18, this was also to include: "Improve two-way communication with members/alumni/UQ/ the wider community (including the launch of new websites)."

Focus: Committee to establish an integrated program of activity across key social media (primary focus on Facebook), website, email, and newsletter.

Finance Committee

Members: John Martin (Chair & Honorary Treasurer), Patricia Jones, Harry Thompson (Finance Committee Book Fair representative), VACANCY (Assistant Treasurer), Catherine Lawrence (ex-officio).ⁱⁱ

Financial Policy and Practices (refer to Bylaw 18). In addition, the strategic plan includes the following references: A core value for Alumni Friends is to act with integrity. All members of the Executive and sub-committees recognise the particular importance of being accountable to our members and to our donors (past, present & future). The Executive—through the work of the Honorary Treasurer and the Finance committee—is responsible for the prudent (low-risk) and responsible management of funds donated or raised in order to:

- maintain prizes or scholarships as required by the terms of bequests made to Alumni Friends;
- maintain a sufficient income stream to continue to deliver prizes, scholarships and bursaries as agreed with the University;
- sustain the efficient and cost-effective (low-cost) operation of the Alumni Friends office and of Book House;
- offer an annual program of cost-effective social events for Alumni Friends members and their guests;
- support/facilitate the social and fund-raising activities of the *UQ Alumni Book Fair*[®] team, and of Alumni Friends special interest groups (including, *FOA*, *The Three Score Club*, and the *Medical & Dentistry* groups); *and*
- continue to make suitable benefactions to the University and to UQ students, as recommended by the Benefactions Committee (and approved by the Executive Committee).

Funding and Benefactions Committee (Bylaws 16 & 17)

- **Members:** Juliet O'Brien (Chair), John Martin, Catherine Lawrence, Anne Mullins (Book Fair Representative), Hayley Baxter.
- **Relevant Strategic Plan extracts (NB Financial Policy also detailed in Bylaw 17)**
 - A core value for Alumni Friends is to act with integrity. All members of the Executive and sub-committees recognise the particular importance of being accountable to our members and to our donors (past, present & future).
 - To maintain prizes or scholarships as required by the terms of bequests made to Alumni Friends;
 - support/facilitate the social and fund-raising activities of the *UQ Alumni Book Fair® team*, and of Alumni Friends' special interest groups (including, *FOA*, *The Three Score Club*, and the *Medical & Dentistry* groups);
 - To maintain a sufficient income stream to continue to deliver prizes, scholarships and bursaries as agreed with the University;
 - To continue to make suitable benefactions to the University and to UQ students [...]. [All benefactions must be] approved by the Executive Committee.
 - The Executive Committee of Alumni Friends can agree to limited expenditure of profile- and fund- raising activities which will (a) contribute to raising funds for donation to the future/existing students of the University, and/or (b) which contribute, in a positive way, to enhancing the student experience at UQ (through donations to the educators and researchers of the University); *and*
 - To improve on our philanthropic record: **To** identify routes to improve on the annual fund-raising activities of Alumni Friends, with a rolling plan of implementation from 2017 onwards which builds on the 50th anniversary celebrations.

Golden Jubilee Celebrations Committee closed on 19 May 2018, *having produced a closing review/report for the Executive Committee and AGM (copy available on the special fifty.alumnifriendsuq.com website).*

Membership Committee

Members: Catherine Urqhart (Chair), Hayley Baxter, Juliet O'Brien, Catherine Lawrence (ex officio), VACANCY.

Background:

- Issues include having little data, attracting fewer new members/active volunteers than we need, and a lack of any analysis of membership (and fees) for some significant time.
- **Relevant Strategic Plan Goal:** To achieve a positive improvement in profile and in membership: To achieve a >1% *net* increase in membership numbers in 2016, and in all subsequent years, with a focus on retaining existing members, *and* on attracting new members who share Alumni Friends' vision (in particular, attracting people who are willing and able to volunteer time and expertise to the Association). During 2016-18, this had four main elements, specifically to: a) Maintain our annual program of activity (including *Three Score* talks, *FOA* talks, Annual History Day, and *NOVA* publication); b) Celebrate *Alumni Friends'* first fifty years with a program of events and fund-raising; c) Improve two-way communication with members/alumni/UQ/ the wider community (including the launch of new websites); and d) Focus on, and promote, our special interest groups.

Property & Facilities Committee

Members: Mary Mahoney AO (Chair), Anne Mullins (Book Fair Representative), Peter Jell (Book Fair Logistics), Juliet O'Brien.

Objective: To provide a forum to review property/facilities issues, and recommend areas where investment/changes in processes and procedures are required.

Notes:

- Key reference documents include the Memorandum of Understanding (MOU) and Licence to Occupy (LTO). The P&F Committee awaits the finalisation of these key documents before the first meeting is to be convened.
- Unlike other committees, the minimum number of meetings for the Property & Facilities Committee is once a year (or as required).

Strategy & Succession Planning

Members: Issues to be addressed by the full Executive Committee

Relevant extracts from Strategic plan: The whole plan, and in particular:

- **Goals:**
 - **To plan for the next 50 years:** To ensure that Alumni Friends 'knows what it knows'—that is, documents key activity to support the recruitment of future leaders of the organisation, in order to support an effective transition and hand-over to those future leaders when required.
 - **To be an exponent of/learn from best practice:** Within 12 months of the approval of this plan, each member of the Executive committee to present their personal views (combined with the opinions of the groups they represent) as to best practice in alumni/volunteer/philanthropic/social organisations. This information to be used to identify best practices to be incorporated into the daily activity of the association, and into future plans.
 - **To be recognised as an important member of the UQ Team/the Queensland Community:** Utilising the anniversary opportunity, to establish a process for applying for recognition for Alumni Friends/key volunteers from 2016 onwards. In addition, working with the PVC(A) to identify how to improve the MOU/achieve a closer association with UQ.

UQ Alumni Book Fair® Committee

To Be Advised

Endnotes

ⁱ Alumni Friends of The University of Queensland Inc. (*Alumni Friends*) helps shape the future—as outlined in our vision, mission, and strategic plan (summarised here). *Alumni Friends* members share in the belief that successful, stable and diverse communities need world-class tertiary education, where world-class Universities depend on the support, encouragement and engagement of alumni and of the wider community.

Our vision: An equitable, stable, diverse and educated Australia, benefiting from world-class tertiary education.

Our mission: To connect engaged alumni and friends to support the endeavours of the ‘future alumni,’ educators and researchers of The University of Queensland (UQ).

Core values: Integrity and wisdom; ethical, diligent and accountable; supportive and philanthropic; encourage respect and diversity. Members are often described as honest, dedicated volunteers who are social, charitable, fun, ethical, cost-effective, precise, consistent, disciplined, responsible, focused, tenacious and determined.

Strategies

1. **Connecting:** Creating routes for alumni and friends to engage with UQ—through regular contact/communication (including social events, newsletters, and website), life-long learning activities (for example, through *Three Score* and *Friends of Antiquity* [FOA] lectures), and sharing memories (including the *50 stories* project).
2. **Recognising and Celebrating UQ’s students, researchers and educators:** Maintaining/developing a suite of prizes, scholarships & bursaries for UQ students, staff, & alumni.
3. **Investing and Giving Back:** Donating time and money to support the endeavours and explorations of UQ’s students, educators, and researchers.
4. **Supporting:** Focused on ensuring that world-class tertiary education is inclusive—supporting the best students in their aspiration to study at UQ.
5. **Advocacy:** Promoting the benefits of world-class education and the value of supporting/enriching the cultural and social resources of UQ—demonstrating the benefits of a world-class education through philanthropy (donating time, money, and/or making gifts) and connection with fellow UQ alumni, students, researchers and educators.

ⁱⁱ Ex-officio: On committee by virtue of their post (e.g. as President)