

The mission of the Oxford Business Alumni (OBA) Chapters is to serve their alumni members, and enhance a continuing relationship between Saïd Business School, prospective students and the local community. Comprising members of the Saïd Business School's degree and qualifying Executive Education programmes as well as Oxonians with an interest in business, the OBA Network unites alumni across many programmes and decades. It enables and fosters relationships with alumni to continue to strengthen and develop their business expertise through lectures, discussions and networking opportunities.

OBA Chapter leaders represent the energy, expertise, passion and diversity of the Oxford Business Alumni Network. OBA leaders are the people who actively contribute to making a difference, driving forwards the activity of the network and supporting both alumni and the School's interests regionally.

## I. Principles of OBA Chapters

- To provide opportunities for social and business networking among alumni of the Saïd Business School and the OBA Network
- To support and provide opportunities for alumni to network and offer their skills and expertise for the benefit of the Saïd Business School, its students and their fellow alumni
- To represent the School and the University in the region
- To meet local students heading to Oxford and alumni new to the area
- To advise prospective students about the School if requested
- To work closely, regularly and productively with the Alumni Relations Office

## II. Committee Structure

- Each OBA Chapter committee should have at least three key positions such as, President, Vice President, and Secretary, who are both OBA Chapter and OBA Network members resident in the location of the Chapter.
- Each OBA Chapter committee should endeavour to include OBA Network members from a diversity of programmes including the EMBA, MFE and Executive Education populations when possible.
- Two-year terms of office, with no more than two consecutive terms served in the position, are recommended. Limiting each officer's term to two years allows a variety of alumni to take leadership roles. Members may serve several terms on a committee but leadership succession helps ensure that the committee remains open to new membership and ideas.
- While additional positions can be determined at the committee's discretion, typically Treasurer, Events and Technology/Communications positions have been particularly helpful.

### *Sample Position Descriptions*

- President
  - Remit to convene the committee members at least thrice yearly, to represent the OBA Network and the Chapter, to reflect local OBA Chapter members' interest in the activities of the Chapter
  - To act as the initial point of contact for alumni in the area, to assist with committee member selection, to prepare an annual review on the Chapter's activities for the Alumni Relations Office
  - To ensure that the committee adhere to the regulations of the UK Data Protection Act and Privacy and Electronic Communications Regulations (PECR)
- Vice President
  - Remit to support all aspects of the President's leadership position and to manage one or two primary responsibilities of interest (eg Events, Communications)
- Secretary
  - Remit to liaise with the Alumni Relations Office regarding the calendar of events, to provide the Office with feedback from committee meetings and updates to the

strategic vision of the committee, to provide post-event summaries, to determine best practices and to provide updated alumni contact details

- Treasurer
  - Remit to manage Chapter finances, provide the Secretary and Alumni Relations Office with copies of the accounts of the branch and liaise with the Alumni Relations Office regarding pre-approved expense claims
- Events
  - Remit to execute events that address the various constituents within the OBA Network, to work in conjunction with the Chapter President and Treasurer, to establish pricing to ensure self-funding for events keeping in mind all expenses incurred, and to work with the Alumni Relations Office to ensure electronic invitations are developed and distributed timely
- IT/Communications
  - Remit to work with the Alumni Relations Office to establish an online presence for the Chapter on the OBA website to promote events, post news and engage members
  - Remit to work with the Alumni Relations Office to obtain, sync and update contact details for Chapter members

*It is not essential for each chapter to use exactly the same titles for roles, nor to allocate responsibilities exactly as they are stated here. Each group should, however, agree on job descriptions and ensure these are communicated to the Saïd Business School Alumni Relations Office, ensuring a mutual understanding of responsibilities*

### **III. Committee Elections**

- The OBA Chapter will hold democratic elections every two years\* to determine membership of the Chapter committee (advice on how to conduct elections can be obtained from the Alumni Relations Office)
- Each member of the Chapter will be allowed one ballot, enabling them to vote once for each position on their regional Chapter committee
- Should the number of verified nominations for a Chapter committee be less than or equal to the number of seats available, the status of that chapter will be reviewed

#### **Term Limits**

- Committee members will have a two-year term of office\*, after which point new elections will be held
- Committee members can run for re-election when their term expires

*\*Limiting each officer's term to two years allows a variety of alumni to take leadership roles. Members may serve up to two terms on a committee.*

#### **Meeting and Communications schedule**

- Meet at least three times per year, with each committee member attending at least two of these meetings
- It is expected that the committees remain in close communication with the Alumni Relations Office. We will reach out to all committees monthly with relevant news.
- Chapters can use the online resources provided by the Alumni Relations Office (eg dedicated chapter webpage, e-newsletter, social media resources)

### **IV. Events**

To be recognised as an official Chapter, the committee must hold at least two events per annum. Such as:

- Content-driven/learning events featuring speakers or an Oxonian-style debate
- Student/alumni events: Incoming students send-off party,, Trek receptions, participation in student recruitment events
- Career focused events: professional networking

- Formal social events: black tie dinners, cocktail receptions, etc
- Casual social events: happy hour/post-work drinks

## **V. Support from the Saïd Business School Alumni Relations Office\*\***

- Provision of a Chapter-dedicated online space to list committee members, upcoming Chapter events and announcements
- Programming/event planning support and advice
- Promotion of activities and news via the monthly e-Newsletter and targeted Alumni Relations Office invitations, OBA website and social media resources
- Regular updates to OBA Chapter committees on developments, strategy and events from Oxford
- It is important to recognise:
  - Saïd Business School will not be responsible for the financing of OBA Chapters\*\*
  - Saïd Business School relies on OBA Chapters to operate in a way which could not be construed as prejudicial to the School or the University

*\*\*Committees will undertake to be self-sufficient financially and administratively in support of Chapter events.*

## **VI Data Protection**

- All alumni data will be held in accordance with the UK Data Protection Act of 1998, to protect both the Saïd Business School and its alumni volunteers.
- No membership lists or other alumni data can be shared with a third party