



OXFORD BUSINESS ALUMNI NETWORK

WELCOME

Thanks to the dedication of alumni across the globe, the Oxford Business Alumni (OBA) Network continues to grow and now comprises 16,900 members with 17 Chapters and 65 OBA Regional Ambassadors across six continents.

The Oxford Business Alumni Network is your network and its success and strength are driven by the involvement and commitment of alumni like you. The Alumni Relations team at Saïd Business School (Oxford Saïd) facilitates interaction between alumni, the School and the University of Oxford but this task would be much more difficult without the assistance of our much-valued volunteers. It is our hope that this handbook will serve as a helpful guide for you as an OBA Regional Ambassador.

Thank you for your continued support of the OBA Network. We are delighted that you want to join us in connecting with people who share a passion for business, Oxford and the School.

The OBA Alumni Ambassadors serve as an important role on behalf of Saïd Business School and the University of Oxford benefitting the regional alumni population, prospective students, faculty, administrators and all other external stakeholders to the School.

We look forward to working with you to further these relationships.

OBA Regional Ambassador role

- To promote and enhance the reputation of Saïd Business School on a local and regional level
- To undertake outreach work in the local community, for example through assisting with student recruitment activity, welcoming student trekkers and meeting local incoming students
- To assist alumni to remain connected to Saïd Business School and to serve the School more generally
- To welcome new alumni to the area and provide local knowledge

YOUR NETWORK

The OBA Network unites alumni across many programmes and professions. Comprising members of the Saïd Business School's degree, diploma and qualifying executive education programmes as well as Oxonians with an interest in business, the OBA Network enables alumni to continue to strengthen and develop their business expertise through lectures, discussions and other lifelong learning opportunities.

A young network, founded only after the creation of Saïd Business School in 1996, it is continually expanding and includes over 16,000 alumni in 142 countries. The OBA Regional Ambassadors are based in regions where there is not the requisite 50 alumni to form a Chapter. By working with the Alumni Relations Office and our Programme Recruitment and Admissions teams, we hope to assist you in continuing to grow the alumni population in your region.

What is the best way to do this?

- The OBA Regional Ambassadors are not required to hold regular events for alumni but act as a contact when alumni, school and faculty are travelling into their region. The opportunity to meet incoming students to the School around our Recruitment and Admissions events in the regions
- The Alumni Relations office will e-introduce you to alumni who have requested contact with an alumnus/a on the ground in your region.
- The global OBA Regional Ambassadors are encouraged to actively liaise with the Oxford University Society (OUS) branches (of which there are over 220), and other Ivy League university societies in their regions to represent OBA alumni and provide a regional promotional link to the OBA Network and where appropriate to do so, recruit Oxonians to the Network.

For details of OUS branches, please refer to the OUS website: www.alumni.ox.ac.uk

SUPPORT FROM THE ALUMNI RELATIONS OFFICE

The Alumni Relations Office provides the following services to all OBA Alumni Ambassadors:

- A dedicated Alumni Relations Office staff member for all regional matters
- A page on the OBA Network website, containing photos and a link to the professional LinkedIn profiles of each OBA Regional Ambassadors on the OBA Network website
- Opportunity to create a dedicated your.name@oba.co.uk email address which can be used as the primary contact address for alumni who are wanting to connect with the OBA Regional Ambassador in their area. This can be used as a forwarding service to your private email address
- An annual email introducing the OBA Regional Ambassador for a particular continent to their alumni constituents
- An initial email as a membership recruitment drive for your city
- Communication about School and Oxford events in your region in advance (where possible)
- Targeted distribution of email invitations and other communications through the Alumni Relations Office (subject to sufficient advance notice)
- Event promotion on the OBA Network website, social media and, where appropriate, in the monthly OBA eNewsletter (subject to sufficient advance notice)

- Meeting for OBA Regional Ambassadors with other OBA leaders around the Oxford Saïd OBA annual Reunion Weekend in Oxford.
- Contact information for incoming students upon request, for the purpose of organising send-off events, subject to the OBA Chapter entering into a Confidentiality Agreement with the Oxford Saïd

Branding

Please note that the University logo and Saïd Business School logo should not be used by OBA Regional Ambassadors. Please contact the Alumni Network Manager if you have any queries about the Network representation on communication platforms.

Careers

The Career Development team are keen to work more closely with Alumni Ambassadors across the world. They can assist alumni in their own recruitment efforts as well as provide a CV review service.

The Careers Team are also very happy to help alumni by assisting recruitment for specific roles and posting roles to current students on our Careers@Saïd portal as well as organising campus/virtual recruitment events. Alumni Ambassadors can assist the Careers team by identifying alumni in the region who are willing to engage and provide insight into specific sectors and companies which can then help current students in their job search.

OBA branded email address

Please [follow this link](#) to find out how to register for your oba.co.uk email address. This can be used as an OBA branded email and forwarding option to your private address for alumni that would like to reach out to you.

Expectation and Code of Conduct

The Alumni Relations Office expects the individual to represent the School and the University of Oxford in a professional and respectful manner and to uphold the prestige granted through their close involvement with Saïd Business School by:

1. Liaising constructively and positively with the alumni community
2. Being a positive ambassador for the School and OBA Network
3. Maintaining open dialogue between themselves and the Alumni Relations Office so all constituencies are apprised of any alumni activity in the region
4. Working collaboratively with administrators of the School regarding recruitment events and student trek interaction.
5. Be resident in the city/region that you wish to be an Alumni Ambassador

CODE OF CONDUCT FOR ALUMNI VOLUNTEERS

In carrying out their role, OBA Alumni Ambassadors are asked to observe this code of conduct.

It is the responsibility of each volunteer to:

1. Work considerately and respectfully with all those they come into contact with through the OBA Community and Saïd Business School.
2. Respect diversity, different roles and boundaries and avoid giving offence.
3. Support the objects and mission of Saïd Business School, championing it, actively using their skills and knowledge for the benefit of the OBA Network.

4. Declare any instance of a conflict between their personal interests and that of Saïd Business School, or the OBA Network. Failure to do so would be a serious breach of this code of conduct
5. Act within the law; abide by the policies and procedures of Saïd Business School.
6. Be accountable for their actions as an OBA volunteer.
7. Not gain financially or materially from their involvement with Saïd Business School or the University of Oxford.
8. Act in the best interests of Saïd Business School as a whole and its present and future beneficiaries and avoiding bringing the School into disrepute.