



The mission of the Oxford Business Alumni (OBA) Chapters is to serve their alumni members, and enhance an ongoing relationship between Saïd Business School (Oxford Saïd), the local alumni community and prospective students. Comprising members of Oxford Saïd's degree, diploma 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 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 Oxford Saïd, its students and their fellow alumni
- To work closely, regularly and productively with the Alumni Relations Office
- To assist with School fundraising activities in the region
- 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
- Observe the Code of Conduct for alumni volunteers

## II. Committee Structure

- Each OBA Chapter committee must include the following three key positions; President\*, Communications and Events.
- All committee members must be part of the OBA Network and 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, MBA, MFE, MLF, MMPM, PG Diploma, Undergraduate and Executive Education populations where 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 two 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, Vice President and another Event position have been particularly helpful.

*\*It is a requirement that the OBA Chapter President be an alumnus of Oxford Saïd.*

## 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 team
  - Remit to assist the Oxford Saïd fundraising team in identifying development opportunities in the region and assistance in facilitating meetings.
  - To ensure that the committee adhere to the UK Data Protection Act, the pending General Data Protection Regulations (GDPR) and the Privacy and Electronic Communications Regulations (PECR)
- VP 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 team to ensure electronic invitations are developed and distributed timely
- Secretary
  - Remit to liaise with the Alumni Relations team regarding the calendar of events, to provide the team 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
- 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)
- Treasurer
  - Remit to manage Chapter finances, provide the Secretary and Alumni Relations team with copies of the accounts of the branch and liaise with the Alumni Relations team regarding pre-approved expense claims
- IT/Communications
  - Remit to work with the Alumni Relations team to establish an online/Social media 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 Oxford Saïd Alumni Relations team, ensuring a mutual understanding of responsibilities.

### III. Committee Elections

- The OBA Chapter will hold democratic elections every three years\* to determine membership of the Chapter committee
- Nominations will be for a place on the committee rather than a particular position.
- Nominations will be open to Oxford Saïd alumni and other degree-holding Oxonians who have registered as members of the OBA Network.
- Each member of the Chapter will be allowed one ballot, enabling them to vote once for one alumnus/a 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 three-year term of office\*, after which point new elections will be held
- Committee members can run for one re-election when their term expires

\*Limiting each officer's term to three 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 team. We will reach out to all committees monthly with relevant news via email or committee WhatsApp groups
- Chapters can use the online resources provided by the Alumni Relations team (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 Oxford Saïd \*\*

- The primary touchpoint for the OBA Chapter activity is the Alumni Network Manager. They will assist in facilitating support from Fundraising, Admissions, Careers and Recruitment Departments.
- 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 regional 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:
  - Oxford Saïd will not be responsible for the financing of OBA Chapters\*\*

- Oxford Saïd 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 is held in accordance with the UK Data Protection Act of 1998, to protect both Oxford Saïd and its alumni volunteers. Committees should be aware that the data protection laws are changing in May 2018 in the form of the General Data Protection Regulation (GDPR). Changes will be communicated when the University has formulated its response. No membership lists or other alumni data can be shared with a third party

## Code of Conduct for Alumni Volunteers

In carrying out their role, alumni volunteers are asked to observe this code of conduct.

It is the responsibility of each volunteer to:

- Work considerably and respectfully with all those they come into contact with through the OBA Community and Oxford Saïd.
- Respect diversity, different roles and boundaries and avoid giving offence.
- Support the objects and mission of Oxford Saïd, championing it, actively using their
  - skills and knowledge for the benefit of the OBA Network.
- Declare any instance of a conflict between their personal interests and that of Oxford Saïd, or the OBA Network. Failure to do so would be a serious breach of this code of conduct
- Act within the law; abide by the policies and procedures of Oxford Saïd.
- Be accountable for their actions as an OBA volunteer.
- Not gain financially or materially from their involvement with Oxford Saïd or the University of Oxford.
- Act in the best interests of Oxford Saïd or the University of Oxford as a whole and its present and future beneficiaries and avoiding bringing the School into disrepute.