

Guidelines for OBA Chapter Committees

The mission of the Oxford Business Alumni (OBA) Chapters is to serve their alumni members to build and enhance the 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.

The OBA Chapters enable and foster regional alumni communities to strengthen and develop their business expertise by sharing ideas, referring work to their fellow alumni peers, and discussing regional business issues. This maybe through regional focused discussions, career opportunities and/or provision of in-person and online networking opportunities.

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

I. Principles of OBA Chapters

- To provide opportunities for business and social networking among alumni of the OBA Network regionally
- To support and provide opportunities for alumni to contribute to their regional OBA community 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 represent the School and the University in the region where appropriate
- Identify regional opportunities to support and further alumni careers
- To meet local students heading to Oxford and alumni new to the area
- To assist with School fundraising activities in the region
- To advise prospective students about the School if requested
- Observe the Code of Conduct for alumni volunteers

II. Committee Structure

- In recent years, OBA Chapter committees have followed a flat structure or rotation of positions on a yearly basis. With a minimum of three committee members in each region we highly recommend that there be a member responsible for spearheading communication, event curation, career and fundraising opportunities¹
- All committee members **must** be part of the OBA Network and **resident** in the location of the Chapter
- Each OBA Chapter committee should follow an **inclusive membership model** that includes OBA Network members from a diverse range of Oxford Saïd programmes including the EMBA, MBA, MFE, MLF, MMPM, PG Diploma, Undergraduate and Executive Education populations where possible
- Three-year terms of office, with no more than two consecutive terms served in the position, are recommended. Extending the period to a three-year term allows for time for

¹ *If a committee decides to follow a more traditional structure, it is a requirement that the OBA Chapter President is an alumnus of Oxford Saïd.*

committees to meet each other. Limiting the number of terms served allows for a variety of alumni to take leadership roles. Three-yearly elections allow the opportunity for leadership succession and helps ensure that the committee remains open to new membership and ideas.

Examples of Chapter committees responsibilities

- To act as the initial point of contact for alumni in the area
- Be responsible for the sustainability of the Chapter, so that the level of activity planned corresponds properly to the size and interests of the Chapter. A minimum of 50 alumni is required in any city to maintain or establish a new group
- Convene regular committee conversations with the OBA Network Manager on representation of the OBA Network and the Chapter in the area to reflect local OBA Chapter members' interest in the activities of the Chapter
- Provide updates to the strategic vision of the committee in line with the values of the Oxford Saïd², to determine best practices and to provide updated alumni contact details with the OBA Network Manager to sync and update contact details on the University of Oxford database
- To ensure that the committee adhere to the [General Data Protection Regulations](#) (GDPR) that the University is required to operate under by law
- Work with the OBA Network Manager to establish an online/social media presence suitable to the Chapter community to share ideas, promote events, post news and engage members
- Remit to plan annual calendar of activity (minimum of two per year) and execute events that address the various constituents within the OBA Network. Where in-person events are organised, establish pricing to ensure self-funding for events, keeping in mind all expenses incurred. Work with the Alumni Relations team to ensure timely e-invitations and registrations are developed and distributed in accordance with GDPR and to provide post-event attendee numbers
- Manage Chapter finances, providing copies of accounts when requested and liaise with the OBA Network Manager regarding pre-approved expense claims³
- Actively engage with other OBA Chapter leaders on best practice and to promote collaboration of online events
- Prepare an annual review on the Chapter's activities for the OBA Network Manager
- Work with the Oxford Saïd Executive Careers team on supporting sector development and job opportunities offered by regional alumni
- Assist the Oxford Saïd fundraising team in identifying development opportunities in the region and assist in facilitating meetings.
- Annual engagement with the Alumni Advisory Council (AAC) with feedback on regional activity

Each group should agree on the responsibilities of each committee member and ensure these are communicated to the OBA Alumni Network Manager, ensuring a mutual understanding of responsibilities.

² <https://www.sbs.ox.ac.uk/about-us/school> (Transformational, Collaborative, Respectful, Purposeful, Entrepreneurial and Excellence)

³ A small competitive fund is available on an annual basis for Chapters, to cover potential out of pocket expenses that may occur in the organising of events

III. Committee Elections

- The Alumni Relations team will hold democratic OBA Chapter 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 by 4 January 2022.
- Each Chapter member resident in the area and election is being run will be allowed one ballot, enabling them to vote once for one alumnus/a for a place 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 office⁴, after which point new global Chapter committee elections will be held
- Committee members can run for one re-election when their term expires

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 Network Manager. 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 (e.g. dedicated chapter webpage, e-newsletter, social media resources, Zoom account)

IV. Events

To be recognised as an official Chapter, the committee must hold a minimum of two events per annum. These can be undertaken in a hybrid format with a mix of in-person and online activity
Examples of the style of events:

- 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,
- Casual social events: happy hour/post-work drinks

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⁴ 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.

V. Support from Oxford Saïd⁵

- The primary touchpoint for the OBA Chapter activity is the Alumni Network Manager. They will assist in facilitating support from Faculty, Admissions, Careers, Fundraising and Recruitment departments.
- Provision of a Chapter-dedicated online space to list committee members, upcoming Chapter events and announcements
- Provision of recognised online platform for social media
- 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 School developments, strategy, and events from Oxford
- It is important to recognise:
 - Oxford Saïd will not be responsible for the financing of OBA Chapters, however there is some provision for support via a small competitive fund⁶
 - Oxford Saïd relies on OBA Chapters to operate in a way which could not be construed as prejudicial to the School or the University

VI Data Protection

- All alumni data is held in accordance with the General Data Protection Regulation (GDPR) to protect both Oxford Saïd and its alumni volunteers. No membership lists or other alumni data can be shared with a third party⁷

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:

- In line with Oxford Saïd's values, work considerately 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 and the University of Oxford
- Be accountable for their actions as an OBA volunteer

⁵ Committees will undertake to be self-sufficient financially in support of Chapter events.

⁶ A small competitive fund is available on an annual basis. This fund is to cover faculty engagement and potential out of pocket expenses that may occur in the organising of events or for expenses such as venue and reservation deposits.

Fund criteria:

- Amount if based on a per head figure of £5 per alumni attendee to a maximum of 50 attendees.
- Groups may only apply once per academic year.
- Events must be held outside of August.

⁷ Guidelines and principles of [GDPR](#)



- 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 or University into disrepute
- Each successful candidate will sign an MOU with the University of Oxford
- If you find that you are not able to participate in Chapter committee activities at the level necessary, you may voluntarily resign or be required to retire in absentia.