ALUMNI COUNCIL TERMS OF REFERENCE

1. Introduction

Why now

The Reach Alliance's greatest asset is our alumni. Since 2015 the Reach Alliance network has steadily expanded to include over 300 alumni from eight universities worldwide. With accelerated network growth, as new universities are brought into the Alliance and existing member universities scale-up their Reach operations, now more than ever Reach alumni's experience, creativity, know-how and dedication are needed to inform the initiative's scaling and impact plans.

Purpose

The Reach Alliance Alumni Council connects alumni with each other, deepens connection with the initiative, and strengthens relationships with the broader Insight Community; and in so doing, it will accelerate achievement of Reach's three intended outcomes:

1. Equipping the next generation of global leaders, Reach's student researchers and alumni.
2. Convening and activating a global cross-sector network of experts on the UN Sustainable Development Goals.
3. Producing, amplifying and implementing leading SDG research deliverables.

Mission

To cultivate a vibrant and connected alumni community, foster lifelong relationships with the initiative, support the achievement of strategic goals, and enhance the overall alumni experience through targeted and inclusive engagement.

Goals

1. Community Building: Foster a sense of community across cohorts and regions.
2. Engagement and Connection: Encourage alumni to stay active and connected to the Reach community through events and consistent communication.
3. Professional Development: Create opportunities for networking, mentorship, and skills development.
4. Research and Knowledge Translation: Support alumni in producing knowledge translation materials and coordinate alumni-led publications.

2. Membership

Eligibility

Council members should have completed their Reach Alliance case study publication and have demonstrated commitment to Reach's mission and values.

Composition

The Alumni Council will have up to nine members, with one representative from each participating university (roles listed below). The Council should consist of diverse alumni from various graduating cohorts, geographic locations, cultural backgrounds, and professions.

Chair [1]:

- Coordinate and chair six meetings per year.
- Liaise between the Council and Reach Alliance staff.
- Oversee and monitor engagement of Council members and deliverables.
- Communicate at least monthly with Council members and solicit their feedback.

Communications Lead [1]:

- Support Reach Alliance staff with content curation and increasing engagement on the LinkedIn group.
- Encourage alumni to use available resources and tools such as the LinkedIn Group and Alumni Digest.
- Increase alumni engagement through targeted communication with the global alumni community.

Knowledge Translation Lead [1]:

- Compile and research KT opportunities.
- Assist other alumni with KT work.
- Facilitate alumni collaborations to produce KT materials together.

Community Engagement Lead [1]:

- In coordination with Reach Alliance staff, organize social and networking events.
- Support responsive professional development activities for alumni by soliciting their feedback and coordinating with Reach staff.
- Establish contact with relevant stakeholders within the Reach Alliance Insight Community.

General Members [5]:

- Participate actively in Council meetings.

- Support the work of the Leads and Co-Chairs.
- Lead on special projects.

Terms of Services

The Chair and Lead members serve for two years. General Members serve for one year. There is no renewal process, but all members can reapply in the next cycle.

Transition Period

In accordance with the terms of service, and under the guidance of the Chair, past members will assist in the recruitment and onboarding of new members. New members of the Council should have a comprehensive understanding of their responsibilities and any work to be carried over. This information can be communicated through formal transition meetings, sharable documents online, or informal in-person meetings between old and new members.

3. Governance

Decision Making Process

Decisions will be made by majority vote if consensus cannot be reached. Each member has one vote. Absent members can communicate their positions to the Chair. Decisions made by Council may require final approval from the Reach Alliance staff when pertaining to branding, funding and/or use of resources.

Meetings

- Meetings every two months, including with a representative from the Reach Alliance staff team.
- Meetings will rotate time zones to accommodate all members.
- Detailed meeting minutes will be recorded.
- Members must attend all meetings, and cannot miss two meetings in a row.

Quorum

A quorum for decision-making requires at least 50% of members present.

4. Code of Conduct

Ethical Standards

Members must adhere to the principles of Reach's Equity Diversity and Inclusion Charter. This includes fostering an environment that is welcoming, respectful, and supportive of diverse backgrounds, perspectives, and experiences.

Conflict of Interest

Members must disclose any conflicts of interest and manage them in a transparent manner.

Confidentiality

Members are expected to maintain confidentiality regarding Council discussions and sensitive information.

5. Communication and Reporting

Communication

Members will use email and other agreed-upon platforms for communication. Members must adhere to Reach's Community standards and respond to emails within 24 to 48 hours.

Reporting

The Council will report to the Reach Alliance administration and provide updates on activities and progress as requested.

6. Budget and Resources

Funding

Dedicated funds are available for Council-led events and initiatives. Use of funds requires approval from The Reach Alliance. Resources will be managed responsibly and aligned with the Council's goals and priorities.

7. Review and Amendments

Review Process

The Terms of Reference will be reviewed annually by the Council and Reach Alliance staff. This evaluation serves as a checkpoint to ensure the Council is on track with deliverables and for the Reach Alliance to understand the Council's effectiveness and engagement.

Amendment Process

Amendments can be proposed by any Council member and require a majority vote for approval.

8. Dissolution

Conditions for Dissolution

The Council may be dissolved if it fails to meet its objectives or by decision of The Reach Alliance administration.

Appendices

Appendix A: Recruitment Workplan

Timeline

1. June (4 weeks): Application open. Applicants fill in Google Form with a resume and answer short questions.
2. July (2 weeks): Written responses are reviewed.
3. August (2 weeks): Interviews are held.
4. August (1 week): Final selection announced.

Qualifications

- Graduate of The Reach Alliance initiative with a demonstrated commitment to its mission and values.
- Proven leadership experience in a professional or volunteer capacity, with the ability to inspire and motivate others.
- Exceptional communication, interpersonal, and relationship-building skills.
- Strong project management and organizational abilities, with attention to detail and follow-through.
- Collaborative and inclusive working style, with the ability to bridge diverse perspectives and build consensus.
- Capacity to commit the time and energy required to effectively fulfill responsibilities of the roles.

Appendix B: Deliverables

By the end of the first year (August 2025), the Alumni Council will commit to have completed these activities at the minimum:

1. Develop a two-year workplan with measurable outputs taking into account input from the 2023 Reach alumni survey.
2. Host one alumni social/networking event in each target geography (led by local Council members).

3. Host one online knowledge translation workshop with Reach alumni speakers who successfully disseminated their research via an external publication or presentation (led by Knowledge Translation Lead).
4. Make 4 to 7 posts a month on the LinkedIn Group and encourage online interactions such as comments, likes, shares.

Note that this list of deliverables is not exhaustive, the Alumni Council can decide to do its own activities outside of this list. Refer to Appendix A for a detailed explanation of the Council's activities, and Appendix B for a sample workplan.

Appendix C: Tentative Workplan 2024-25

This is a sample meeting schedule for the Alumni Council. It is subjective to changes by the Council members.

Month	Activity
August 2024	Onboarding, first meeting
October 2024	Second meeting
December 2024	Third meeting
February 2025	Fourth meeting
April 2025	Fifth meeting
June 2025	Sixth meeting
August 2025	First meeting of the next year