



NORTH-WEST UNIVERSITY<sup>®</sup>  
YUNIBESITI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT  
INSTITUTIONAL OFFICE

## ALUMNI RELATIONS POLICY

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# ALUMNI RELATIONS POLICY

## 1 Preamble

As a pre-eminent university in Africa, driven by the pursuit of knowledge and innovation, with a unique institutional culture based upon the values that the University espouses, the North-West University (NWU) has adopted this Alumni Relations Policy on 31 July 2015.

The policy replaces any previous versions of policies on this topic that may have been in existence at the University or any of its campuses in the past.

## 2 Purpose

The Alumni Relations Policy aims at synchronising the University's Alumni Relations (AR) strategy, structures and activities in order to facilitate collaboration and synchronisation between internal and external stakeholders, particularly with a view to optimising the relationships between the NWU and its alumni.

## 3 Scope of Application

This policy applies to all constituencies of the University and in particular regulates the functioning of those structures that impact the relationships between NWU alumni and their alma mater, as represented by the three campuses of the University.

The lead university structure in overseeing the implementation of this policy and its accompanying guidelines is the Development & Alumni Relations Office at Institutional Advancement (IA). The policy bears reference also to the functioning of the relevant alumni governing structures, including the NWU Convocation and the NWU Alumni Association (AA), as defined by the university statute.

## 4 Definitions

### 4.1 Alumni

Alumni of the NWU are defined as all graduates and diplomates of the University or any of its predecessors.

### 4.2 NWU Convocation

The NWU Convocation refers to a statutory university body, established in terms of the Higher Education Act (101 of 1997) through which alumni of the institution enjoy representation on the NWU Council.

### 4.3 NWU Alumni Association and its Chapters

The NWU Alumni Association (AA) is established by the Convocation, and comprises all graduates and diplomates of the University or its predecessors, with the overall objective of linking the alumni to their alma mater. The AA is governed by the stipulations of its own Constitution.

The AA establishes clusters of alumni – referred to as chapters – along commonly shared interests, such as in the professional, regional, historical, faculty/department, residential, sport, social or cultural spheres. Membership of a chapter is thus not geographically determined and each cluster determines its own objectives as well as arranges its own activities in line with the overall purpose of the AA and the formally approved alumni chapter guidelines of the University.

### 4.4 NWU Internal Alumni Relations Structures

The University's internal AR structures/offices consist of:

- the Development & AR Office, situated within the Institutional Advancement (IA) division, and
- the three campus-based AR Offices, situated on the Mafikeng, Potchefstroom and Vaal Triangle Campuses of the NWU.

## 5 Policy Statement

### 5.1 Rationale

It is in the best interest of the NWU for all role players to comply with the Alumni Relations Policy that aims to facilitate the implementation of an integrated AR strategy for the University as an institution.

The policy is based on a number of principles that underpin the advancement of the NWU among all its internal and external stakeholders, while the rules and guidelines relevant to the policy aim to ensure that the institution meets best practice standards in the Higher Education (HE) sector. Ultimately, the policy regulates the important relationship between the institution and NWU alumni.

Given the specific management model and organisational culture of the University, the policy particularly aims at clarifying the various functions and responsibilities of AR role players, both at institutional and campus levels with regard to managing a wide variety of alumni undertakings. It also provides a description of the elements of an integrated NWU Alumni Relations model, differentiates between the respective roles of the internal AR structures and external governing bodies, and explains the processes for coordinating all of the institution's alumni activities.

### 5.2 General Principles

The following principles underpin the NWU Alumni Relations Policy:

- **The Important Role of Alumni in Advancing the NWU:** The University considers the role and contribution of its alumni, as one of the few permanent stakeholder groups of the institution, to be an important one in advancing the institution along with its vision, mission and core values.
- **Purposeful Engagement:** The NWU engages with its alumni in a focussed and purposeful manner, aimed at building long-term, mutually beneficial relationships between the parties, thus encouraging alumni to act as “ambassadors” for the institution in promoting their alma mater. The University's AR approach furthermore fosters both partnerships and alumni giving opportunities.
- **An Integrated Alumni Relations Approach:** The NWU implements an integrated, holistic approach to managing the AR activities at both institutional and campus levels, as well as to synchronising the strategies and plans of the internal university AR structures (including those of the IA Development & AR Office and campus-based AR Offices) with the functions of its AR governing structures (including those of Convocation, the AA and its chapters).
- **The NWU Alumni Relations Model:** The University's AR model includes the interrelated elements of alumni recruitment, various activities and events, communication with alumni, alumni recognition, as well as alumni giving programmes.
- **Alumni Affiliation:** The AR model departs from an understanding that the loyalty and affinity of past students is most often directly linked to their own student life experiences, affiliations, fields of study, faculties, tenure at residences, membership of associations, clubs and sports teams, etc. and that these relationships are usually – but not necessarily – linked to a particular campus of the NWU. The NWU alumni activities and the overall AR strategies are hence structured accordingly.
- **Alumni Recognition:** The institution is particularly proud of the accomplishments of its alumni, who fulfil several leadership roles in every sphere of society and who make significant contributions to the country and internationally within a range of sectors, including such fields as academic performance, research output, sport, arts & culture, business leadership, etc. The NWU Alumni Awards of Excellence annually acknowledges and showcases these contributions.
- **Alumni Information:** The University manages the contact information relevant to its alumni on a centralised database and, in accordance with the requirements of the Protection of Personal Information (POPI) Act, all information is treated confidentially. Hence, no such information is supplied to any third parties.

### 5.3 The NWU Alumni Relations Model

The NWU has elected to operationalize a particular management model that will harmonise the activities across the University.

The model furthermore incorporates the roles of both the external governing bodies (including the NWU Convocation, Alumni Association and its chapters) and the internal AR structures (including the IA Development & AR Office and the campus-based AR structures).

### 5.3.1 Elements of the Alumni Relations Model

The NWU Alumni Relations model consists of five major elements:

- **Alumni Recruitment:** Creating awareness of the role of future alumni – generally referred to as alumni recruitment among current students – is commenced early in the process of welcoming new students to the institution, thus fostering the notion of “young alumni”. Recruitment of alumni is furthermore actively implemented as part of each graduation ceremony and once graduated, university alumni structures continuously identify and update the centralised database of all its alumni members.
- **Activities and Events:** At institutional level, this category includes initiatives such as the NWU alumni days, while at campus level, a range of activities and events are initiated throughout the annual calendar, mostly organised by the AA and its various chapters (including a vast spectrum of final-year farewell functions, meals, sports days, social gatherings, cultural events, reunions and home-coming events, etc.).
- **Alumni Communication:** Alumni communication is facilitated through the dissemination of an institutional alumni publication (NWU&U), as well as campus-based alumni newsletters. Mass communication is furthermore implemented through electronic media (such as mobile text messages, e-mails, etc.).
- **Alumni Giving:** Giving campaigns are designed to facilitate giving/fundraising from alumni of the University in order contribute to predetermined causes or projects at their alma mater that require funding.
- **Alumni Recognition:** The achievements and contributions of alumni are acknowledged by means of an annual Alumni Awards of Excellence ceremony. The awards system provides recognition in a variety of categories and annually represents a prestigious NWU event that showcases the impact of the institution within the broader community, the country, and internationally.

## 6 Roles and Responsibilities

### 6.1 Internal Stakeholders and External Governing Structures

The NWU Alumni Relations model integrates the activities of the alumni governing structures (Convocation and the Alumni Association, along with its chapters) and the internal alumni structures (IA Development & AR Office and campus-based AR Offices) into a holistic approach. The following stakeholders jointly fulfil an important role in implementing the AR function at the NWU:

- Vice-Chancellor (VC)
- Executive Director: IA
- IA: Development & AR Office
- IA: Corporate Communication & Stakeholder Relations Office
- NWU Web Office
- Campus Rectors and Extended Campus Management teams
- Marketing & Communication Directors at the campuses
- Campus-based Alumni Officers
- NWU Convocation
- NWU Alumni Association (AA) and its chapters.

### 6.2 Functions of the Various Role players

The functions of the various AR role players are summarised below:

#### 6.2.1 NWU Convocation

This body comprises all eligible graduates, diplomates and permanent staff members of the University and its overall purpose is to foster mutually-beneficial relationships between the parties, as well as to promote the general well-being of the University.

#### 6.2.2 NWU Alumni Association and its Chapters

The functions of the NWU Alumni Association (AA) include those of linking the alumni to their alma mater, the fostering of mutually beneficial relationships, building loyalty towards the NWU and promoting a sense of cohesiveness among alumni across all three campuses.

Chapters facilitate the actual engagement between alumni who share a mutual interest and these volunteer structures determine their own objectives or activities in promoting their particular goals, in line with the overall

objectives of the AA. In practice, the AA and its chapters arrange social interaction opportunities that foster cohesion, facilitate a sense of belonging and promote loyalty to the institution among their members.

### **6.2.3 Institutional Structures and Campus-based Alumni Relations Offices**

The AR Offices, both at institutional and campus levels, develop and implement the required AR policies and strategies of the NWU. These structures manage and support the implementation of the various alumni activities of the University, including those of recruiting alumni, organising alumni events and activities, communicating with alumni and facilitating alumni giving, as well as facilitating alumni recognition.

At institutional level, the AR Office gives effect to the alumni recognition programme in the form of the annual Alumni Awards of Excellence, while the AR Offices at the various campuses also promote NWU-branded goods and merchandise aimed at both current students and alumni of the University. The IA Development & AR Office also maintains a central database of all alumni of the University.

## **6.3 Role Differentiation: IA Development & Alumni Relations and Campus-based Alumni Relations Structures**

In general, the roles of the IA Development & AR Office and those of the campus-based AR structures are distinguished as follows:

### **6.3.1 Institutional Advancement**

The IA: Development & AR Office, the IA: Corporate Communication & Stakeholder Relations Office and the NWU Web Office are jointly responsible for:

- the design of an integrated NWU Alumni Relations strategy and guidelines
- producing, publishing and distributing the institutional magazine to alumni (NWU&U, both in printed and electronic format)
- organising and managing the annual NWU Alumni Awards of Excellence programme
- maintaining a central database with the contact details of all NWU alumni
- the dissemination of central/institutional messages and communication to alumni of the University
- the procurement and supply of NWU-branded merchandise
- the organisation of institutional alumni events, such as NWU alumni days
- the implementation of an alumni giving campaign, including online giving facilities
- liaison with Convocation and the AA.

### **6.3.2 Campus-based Alumni Relations Structures**

The Campus-based AR structures are responsible for:

- the development and implementation of campus-based AR plans
- the organisation of campus-based alumni events/activities
- the coordination of campus-based communication with alumni, including the dissemination of newsletters
- the implementation of an alumni development/current student (“young alumni”) programmes
- the procurement and supply of corporate merchandise
- the implementation of campus-based alumni giving initiatives
- collecting and providing alumni information for the updating of alumni data/records on the central database
- direct engagement with AA chapters
- compliance with university AR policies and guidelines.

## **6.4 Coordination and Integration of NWU Alumni Relations Activities**

Integration of these two levels is facilitated through the following mechanisms:

At campus level, the coordination of all alumni activities is done through the cooperation between the AR Office and the AA chapters. These structures regularly consult with the institutional structure and campus-based AR offices directly report back to the respective Directors: Marketing & Communication at the respective campuses. At institutional level, the IA Development & AR Office directly liaises with the alumni governing structures. The institutional structure, along with the campus-based AR structures, also provides feedback to the monthly Advancement Committee (AC) meetings, which in turn report back to the Institutional Management (IM) meetings.

In addition, all structures are required to comply with the NWU Alumni Relations Policy and its associated guidelines.

## 7 Rules

The rules regulating the specific aspects of the AR Policy are attached to this policy as **Annexure A**. Such rules pertain to the following aspects of the AR model:

- 7.1 Alumni Recruitment
- 7.2 Alumni Activities and Events
- 7.3 Alumni Communication
- 7.4 Alumni Giving Campaigns
- 7.5 Alumni Recognition Programmes
- 7.6 Alumni Information Management

## 8 Guidelines

Guidelines for the management of AA chapters, as well as for the management of the NWU Alumni Awards of Excellence, are attached to this policy as **Annexure B**.

## NWU ALUMNI RELATIONS POLICY RULES

The following rules support the principles as contained in the NWU Alumni Relations Policy and aim to provide direction and guidance in implementing the policy:

### 1 Alumni recruitment

- Alumni recruitment forms part of the welcoming programme activities for first year students at each campus.
- Alumni are actively recruited during each graduation ceremony.
- Such recruitment is considered an ongoing process, often involving already registered NWU alumni.

### 2 Alumni Activities and Events

- Alumni activities are initiated by the institutional AR Office, campuses or Alumni Association (AA) chapters.
- Activities are normally spread throughout the annual calendar and include a wide variety of events/undertakings, such as NWU alumni days, final year student fare-well functions, meals, sports days, social gatherings, cultural events, reunions and home-coming events, etc.
- All alumni activities are properly planned and reported on.
- AA chapters are required to comply with the approved NWU guidelines that form part of the university's AR Policy when organising alumni events.

### 3 Alumni Communication

- Alumni communication is facilitated through the bi-annual dissemination of the NWU&U publication at institutional level.
- In addition, campuses also distribute their campus-based alumni newsletters.
- Mass communication is furthermore implemented through electronic media (such as mobile text messages, e-mails, etc) from the institutional AR Office, as well as from the campuses.
- AA chapters are at liberty to communicate directly with their own members, but they should adhere to the branding requirements of the university in this regard and chapters are strongly advised to collaborate with their respective campus-based AR offices when communicating with chapter members.

### 4 Alumni Giving Campaigns

- Alumni giving campaigns are designed to facilitate giving/fundraising from alumni in order contribute to predetermined causes/ projects that require funding.
- Giving is facilitated as part of a structured programme that incorporates fundraising at two levels – institutionally and campus-based.
- The university also operates a central fund, incorporating predetermined NWU priorities under the leadership of the Vice-Chancellor (VC), to which alumni are encouraged to contribute.
- At campus level, alumni would be able to contribute to a selection of campus, faculty and residence projects.
- An on-line giving facility serves to promote giving in a user-friendly way.

### 5 Alumni Recognition Programmes

- NWU annually provides formal recognition to distinguished accomplishments by alumni of the university.
- Recognition takes the form of a gala ceremony that is organised by the institutional AR Office in collaboration with the Executive Committee of Convocation and the Alumni Association (AA).
- The awards ceremony includes three categories – that of a NWU Lifetime Achievement Award, Awards of Excellence (in various areas, such as research, education, community involvement, business leadership, arts & culture, and sport) and a Young NWU Alumnus Award.
- Campuses also provide recognition to their respective alumni in celebration of outstanding achievements, but ensure that these events do not compete with the annual institutional awards ceremony of the university.

## **6 Alumni Information Management**

- The university manages the contact information relevant to its alumni on a centralised database.
- In accordance with the requirements of the Protection of Personal Information (POPI) Act, all information is treated confidentially.
- No alumni information (such as contact details, personal information, etc) is supplied to any third parties.
- The updating of alumni data is an ongoing process that is managed by the central database, operated by the institutional AR Office.

## NWU Alumni Association Chapter Guidelines

### 1 Introduction and context

The drafting of Alumni Association (AA) guidelines for the North-West University (NWU) forms part of the design and development of an integrated Alumni Relations (AR) strategy for the University.

Such an integrated strategy aims at synchronising the roles and functions of the NWU Convocation, Alumni Association (AA) and the University's internal AR structures, both at institutional and campus levels. The clarification of guidelines for the AA is perceived to be an important step towards aligning the large variety of activities that are being undertaken under the auspices of the AA and those that are regularly initiated by alumni themselves at the three campuses of the NWU.

The overall purpose of the AA guidelines is to promote and facilitate the effective and successful functioning of the University's AA structures.

These guidelines do not aim at being restrictive or "overly controlling" and hence the templates for agreements, reports, the role definitions of members serving on the coordinating structures, etc. are not intended to be administratively intense or complicated, but rather represent "user-friendly tools" aimed at supporting and assisting with the smooth functioning of alumni activities that are typically intended to be pleasant, informal networking/social events.

The establishment and effective functioning of alumni chapters are particularly important in building stakeholder relationships, facilitating communication and maintaining long-term loyalty among NWU alumni – considered to be important as they represent one of the few permanent stakeholders of the University.

### 2 Definitions and terminology

The AA promotes and supports the establishment and effective functioning of groups or clusters of NWU alumni – referred to as chapters – by graduates and diplomates of the University, all over the world.

These structures are mostly initiated by alumni themselves and, within the NWU context, the term refers to a formalised/recognised group of NWU alumni who share a common interest and thus the term does not refer to a structure that is geographically determined. A chapter could take on the format of a social group, a sports club, an arts/cultural interest group, alumni living in close proximity, alumni from a particular faculty/department, a class or residence reunion, etc.

Chapters are required to act within the stipulations of the AA Constitution and to follow these chapter guidelines in order to be formally recognised by the University.

### 3 Purpose of Chapters

The overall purpose of these structures is to promote mutually-beneficial relationships between the chapter, the AA and the NWU. The typical goals of a chapter might include the following:

- supporting the vision, mission and values of the University
- acting as ambassadors for their alma mater
- facilitation of networking and relationship-building with external stakeholders
- recruiting members for the chapter
- promoting the particular interests and activities of the group
- facilitating fellowship/interaction among chapter members
- providing the relevant data for updating alumni records in order to facilitate effective communication between the University and its alumni
- providing feedback from alumni to the University
- facilitation of alumni giving

- general promotion of the University and its numerous activities, also among potential future students
- contributing to achieving the general goals of the AA
- arranging chapter activities and conducting the necessary administration relevant thereto.

It is understood that each chapter will determine its own specific objectives, related to its particular purpose, interest or reason for having been established, as well as the content of its own programmes or activities.

Chapter initiatives are to be undertaken in accordance with the AA chapter guidelines and, in general, all chapter activities should remain aligned with the rules, regulations, policies and disciplinary codes of the University. Chapter goals or activities may thus not be in conflict with those of the NWU as an institution, but should serve to support the overall purpose of the AA and should continuously promote the NWU among external stakeholders.

#### **4 Criteria for establishment**

Any alumnus of the University is entitled to convene a group of alumni with a view to formally establishing a recognised NWU chapter. Such initiation and organising is done on a voluntary basis. Recognition by the AA is granted to groups that meet the following criteria:

- The chapter must comprise a group of NWU alumni with a programme of ongoing activities (that is, not a once-off occurrence).
- The formation of the structure should have a specified intent/purpose, thus focussing on a particular target group, along with declared objectives.
- No minimum number of members is stipulated as a requirement for the establishment of a chapter.
- The structure is required to register with the relevant AR Office of the specific campus that its alumni members hail from.
- Each chapter should organise an annual programme of events, which should include at least one activity per annum.
- Each chapter does require a coordinating/management structure to plan, organise, coordinate, manage and report on its activities.
- All structures are required to follow the stipulated AA chapter guidelines.
- Chapters are also required to enter into an agreement with the relevant AR Office.

**Annexure 1** to these guidelines represents a template for the AA chapter agreement to be entered into between the chapter and the relevant AR Office.

#### **5 The process of establishing a Chapter**

The following serves as a broad outline of the process to be followed in establishing a chapter:

- The first step is to identify interest among potential members by an initiator/coordinator.
- The next step entails contacting the relevant AR Office in order to consult, obtain guidance/support and to establish the procedure from here.
- Next follows the registration of the chapter, which will provide formal recognition in the form of an agreement being signed between the chapter and the AR Office.
- The chapter then proceeds with the organising of a coordinating structure to coordinate/manage its activities.
- The chapter facilitates communication with the alumni target group by means of the AR Office contacting the potential members.
- The chapter proceeds with arranging its planned events.
- The structure obtains the required/relevant support from the AR Office.
- Feedback is provided to the AR Office after events and annually in the form of a short feedback report.

#### **6 Coordination and Chapter management structures**

Each chapter is required to establish a Management Committee (MC). Such a coordinating committee typically consists of a Chairperson, Deputy Chair and a Secretary. The roles and responsibilities of these office bearers are broadly defined as follows:

- **The Chairperson:** this leadership role entails the general coordination of the chapter and management of its activities, the chairing of meetings and oversight/good governance of the structure.
- **The Deputy Chairperson:** acts as the direct support to the Chairperson and fulfils his/her role when the Chairperson is unable to do so or when the Chairperson asks the Deputy Chair to assist with implementing the chapter's programme.
- **The Secretary:** this administrative role maintains the chapter's administrative records/files, records any financial matters/budgets and minutes the decisions taken at meetings.
- **Ex officio members:** chapters are at liberty to invite a member of the relevant AR Office to serve in an ex officio capacity on their MC, should they wish to obtain the input from such university representative.

The relevant AR Office should be informed of any changes in terms of office bearers from time to time. A chapter MC meets at least twice per annum and a set of minutes relevant to these meetings should be kept on file.

## 7 Functioning and activity boundaries of Chapters

Each chapter determines its own programme/activities and in so doing, is required to generate specific benefits for its members. In general, the functioning of these structures relate to the following activities:

- planning, organising and implementing events, according to their own programme, including purely social gatherings
- liaising with the relevant AR Office for information, assistance/support and financial administration
- communication with members based on contact data obtained from the AR Office "in reverse order" (that is, by the AR Office making contact with the target group and requesting interested parties to contact the MC of the chapter)
- creation of institutional networks and arranging continuous professional development opportunities
- submission of contributions for the publication of events in the AR publications of each campus
- reporting back to the relevant AR Office on the year's activities.

While the communication between the members of a chapter is considered to be an internal chapter matter (including activities such as the distribution of invitations, providing feedback to members, dissemination of short newsletters, etc.), any formal communication on behalf of the University should be done in collaboration with the relevant AR Office. Communication with members is furthermore to be branded correctly in accordance with the NWU branding protocols and a template to be used for distributing written communication by chapters can be obtained from the AR Offices.

In line with the NWU's compliance with the Protection of Personal Information (POPI) Act, the contact details of alumni on the University's central database are kept confidential. No lists of contact details relevant to alumni of the University will thus be supplied to chapters that wish to arrange an event without the approval of the target audience. The AR Offices hence implement the "reverse order" contact approach, in which the AR Office contacts the target audience and requests them to get in touch with the coordinator of the event, should they be interested.

Once a chapter has established itself and the contact details of members are known to the group, the MC should ensure that such contact details are handled with care by the chapter and that no details are provided to any third parties without the explicit consent of the members involved.

It is furthermore vital for all chapters to ensure that their activities and the nature/style of their programmes do not cause any reputational risk or damage to the NWU. While the "informal" encouragement or recruitment of future students or the University is welcomed, chapters may not embark on any fundraising or sponsorship activities under the auspices of being an NWU structure that seeks to mobilise funding or resources.

Residences that wish to raise funding should follow the correct procedure in this regard as stipulated by the Development & Fundraising Policy of the NWU.

## 8 Chapter membership fees and banking accounts

The notion of charging memberships fees for belonging to a chapter is strongly discouraged and the practice of creating or building a reserve fund (for example, from profits made through organising events) is not allowed.

In addition, all banking/financial services are to be provided by the institutional AR Office and chapters should thus not open their own banking accounts.

## 9 Support from Alumni Relations Structures to Chapters and reporting

AR Offices situated at the various campuses of the University provide a support and advisory service to their recognised chapters. Such assistance takes the form of:

- helping an interested volunteer/group to establish a chapter
- providing advice and assistance with arrangements / events management, as well as administrative support
- communication and contacting of alumni (via the “reverse order” approach)
- administration of funds/fees deposited by chapter members and/or payable to suppliers/service providers on behalf of the chapter, provided that all deposits are clearly referenced and that all payments are based on the presentation of valid invoices in line with the chapter’s budget, as agreed to between the AR Office and the respective chapters.

In exchange, chapters are expected to assist the AR Offices with regard to the need for updating the contact information of alumni on the University’s centralised database, as well as to provide input or material for the purpose of publication of alumni events in the respective alumni publications of the University.

Chapters that specifically wish to arrange a reunion should consult with the relevant AR Office well in advance of the event in order for them to obtain the required guidance and support in organising such an undertaking.

Chapters are also expected to report on their activities to the relevant AR Offices, once an event has taken place. The purpose of such feedback is to keep track of all the NWU alumni undertakings, as well as to publicise the various alumni events in order to continuously grow the University’s network of stakeholders.

A template that facilitates such reporting is attached to these guidelines as **Annexure 2**.

In addition, chapters are requested to submit a short annual report to the relevant AR Office at the end of each year, summarising the activities of the group over the past year.

## 10 Conclusion

The AA chapter guidelines aim at directing the various NWU alumni activities in a “user-friendly” manner in order to facilitate purposeful and efficient functioning, rather than attempting to enforce “strict control mechanisms”.

These proposed guidelines have been finalised by the Core AR Task Team, after which the guidelines were presented to the various Extended Campus Management structures, the EXCO of Convocation and the Alumni Association in order to obtain their input, followed by tabling the draft for approval by the Advancement Committee (AC), prior to seeking Institutional Management (IM) approval.

Once approval has been obtained, the current document containing the AA chapter guidelines is to be repackaged into a succinct, user-friendly and correctly NWU-branded format to be utilised by the various AR Offices and the AA chapters of the University.

## NWU Alumni Association Chapter Agreement & Registration

Agreement entered into between

\_\_\_\_\_ (Chapter Name)

and

\_\_\_\_\_ (AR Office Name)

**Name of the Chapter:**

**Main Aim/Goal of the Chapter:**

**Management Committee Contact Information:**

Name:

Contact Number:

E-mail:

The parties to this agreement agree that the NWU Alumni Association Chapter Guidelines, a copy of which is affixed to this agreement, will serve as the guide to managing the activities of the chapter and that any amendments thereto will be effected after consultation and agreement between the parties stipulated above.

The parties furthermore confirm that the criteria for the establishment of a chapter have been met and the office bearers undertake to fulfil their respective duties with due diligence as defined in the guidelines.

Signed on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

**Signatures of Chapter Office Bearers:**

**Chairperson:**

Name:

Signature: \_\_\_\_\_

**Deputy Chairperson:**

Name:

Signature: \_\_\_\_\_

<p><b>Secretary:</b> Name:  Signature: _____</p>
<p><b>AA Representative:</b> Name: Campus:  Signature: _____</p>
<p><b>AR Office Representative:</b> Name: Campus:  Signature: _____</p>
<p><b>IA: Alumni Relations Office:</b> Name: Chapter Reference Number:  Signature: _____</p>

**Attached: NWU Alumni Association Chapter Guidelines**

<b>NWU Alumni Association Chapter Event Report</b>
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<b>Chapter Name</b>	
<b>Chairperson</b>	
<b>Contact Number</b>	
<b>Event Date</b>	
<b>Event Venue</b>	
<b>Number of Attendees</b>	
<b>Relationship to NWU</b>	
<b>Nature/Purpose of Event</b>	
<b>Main Activities</b>	
<b>Feedback on Event</b>  Please also submit any visual material (such as photographs) of the event for publication	
<b>Updating of Alumni Contact Details</b>  Please provide the relevant information in order to update any alumni records by filling out the attached cards	

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