

## Terms and Conditions

### Key terms

The University of Leicester will provide advice and support to all alumni chapters, publicise the chapter on its website and, where appropriate, hold training and guidance sessions, either by telephone conference, webinar or in person.

The alumni chapter agrees to publicise the name of its main contact person who will lead the chapter. This will normally be the Chair. The chapter must provide contact details to the University of Leicester Alumni Relations team and notify them immediately of any changes.

The alumni chapter agrees that it will comply with the branding requirements for publicity material and the use of the University of Leicester's name and logo in line with the guidance set out below.

### Roles and Responsibilities of an Alumni Chapter

To ensure that alumni chapters are able to offer appropriate support to the University and its alumni, we would expect each chapter to fulfil the following main roles and responsibilities:

- a) Organise regular events and initiatives with the aim of providing opportunities for alumni to continue their education; offer their skills, expertise and networks to other alumni or the wider community; and to network with one another. Ideally, a chapter will organise a minimum of two events each year.
- b) Send details of upcoming events at least four weeks in advance to be published on the Alumni Relations website. DARO will provide you with a template to report back to us about this.
- c) Actively encourage all local or networked alumni to join the Alumni Chapter.
- d) Fully comply with the University of Leicester's branding guidelines and all other relevant guidance and legislation including the Data Protection Act and the Equalities Act.
- e) Ensure that appropriate insurance is in place, if required, to cover the alumni chapter's activities and assets and to cover members of the organising committee against personal liability relating to negligence.
- f) It is acceptable for alumni to communicate with chapter members in their primary language but key communications must also be available in English.
- g) Share attendance data with the University of Leicester Alumni Relations team after each event. As a minimum this should include the names and contact details of all those attending an event.
- h) Encourage alumni to maintain up to date records about their circumstances via the University of Leicester alumni database. Chapters will be asked to invite all alumni attending events to provide their contact details, and this information will be shared with the Alumni Relations team. Chapters will be provided with a statement highlighting how data will be used.
- i) Officers of the chapter or its members shall not enter into agreements or arrangements with third parties that use the name of, or suggest an association with, the University of Leicester, without prior express permission of the Director of Development and Alumni Relations.

### Roles and Responsibilities of the University of Leicester towards Alumni Chapters

To ensure that alumni chapters are able to fulfil their role, the University of Leicester Alumni Relations team will offer the following support and assistance:

- a) Create a Group page for each chapter on the DARO website.
- b) Publicise the names of all chapters and key contact people on the Development and Alumni Relations website (a microsite of the University's main website), and each year in the annual graduate's magazine.
- c) Make reference to all chapter events and activities within its own social media and news platforms.
- d) Provide information about current events and activities about the University of Leicester to key chapter contacts.
- e) Offer advice and guidance by phone, email and in person, where appropriate, to assist the development of the chapter.
- f) Find academic or other university staff to attend chapter meetings, where appropriate.
- g) Create a pull-up banner for you to use as a promotional tool.

Once it has been agreed to set up a chapter, the Development and Alumni Relations team will work with you to agree an appropriate set of Terms of Reference for your group. For those chapters that want to introduce a formal constitution, we can make samples available for you.

Before you can become a recognised chapter of the University of Leicester, the University will need to approve your Terms of Reference, or your constitution.

Tick box to agree to terms and conditions

Name

Date