Alumni Chapters Guide
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Alumni are an integral part of the University of Canberra. You are our champions, ambassadors, advocates, success stories and community leaders. Each year, the Alumni Office welcomes thousands of new graduates from Canberra, interstate and internationally to the alumni community.

Any student who has successfully completed a degree at the University of Canberra is a member of the alumni network.

The alumni network is made up of over 75,000 alumni, with over 13,000 of those based internationally. The largest groups of international alumni are located in China, Hong Kong, Singapore and South East Asia.

The University of Canberra is growing its local and international alumni networks into Alumni Chapters in Australia and across the world. We want to provide our alumni opportunities for social and business networking, professional development and a connection to UC through in-country chapters.

We work in partnership with international and professional associations to enhance the experience for all Alumni Chapter members. These organisations help us to organise events and promote opportunities relevant to your interests or industry.

By joining a chapter, you are joining a group of like-minded individuals that will enhance your social networks and develop you professionally.
Alumni Chapters

Led by volunteers, Alumni Chapters support you in remaining connected with the life and community of the University. Alumni Chapters offer social events and professional development opportunities for their members and are based on geographic region, academic discipline and extracurricular interests such as sporting or cultural groups.

Alumni Chapters are established by the Alumni Office when there are at least 15 or more alumni interested in joining the chapter.

Should you wish to join a chapter, simply register your details online and select the chapters that you are interested in. You can join one or multiple chapters to receive relevant news, event invitations and updates to assist you with staying in touch with the University and like-minded alumni.

This is a great opportunity for you to reconnect with old classmates, build your networks in an area of interest to you and retain your links to the University of Canberra.

If you would like to suggest a chapter, please contact the Alumni Office through alumni@canberra.edu.au

ALUMNI CHAPTER GUIDELINES

Alumni Chapters are led by committees of volunteers who work in close partnership with the Alumni Office and international and professional alumni associations. The success of an Alumni Chapter depends on the effort, enthusiasm and commitment from alumni. These guidelines provide information for volunteers wishing to establish and run a formally affiliated Alumni Chapter.

The Alumni Office is extremely supportive of these chapters and will endeavour to provide volunteers with the resources, support and guidance required to successfully execute their programs.

These guidelines cover:

1. Establishing a new chapter
2. Operation of the chapter
3. Growing established chapters
4. Privacy, legal and insurance considerations

In order to best serve the University of Canberra’s alumni community, the following criteria must be satisfied to establish a new chapter:

• The group serves a community of more than 15 alumni
• The group serves a community that is not currently being served by another Alumni Chapter
• The group can fill the required Volunteer Executive Committee positions to help drive the group’s agenda and plan activities.
WHAT IS THE PURPOSE OF ALUMNI CHAPTERS & THE EXECUTIVE COMMITTEE?

The University works with its Alumni Chapters to deliver beneficial outcomes for our alumni in Australia and overseas. They help develop a lifelong affiliation with the University.

Alumni volunteers are important in managing Alumni Chapters as they:

• Drive the agenda and the success of the chapter;
• Represent the views, needs and interests of their alumni community;
• Act as advocates for the University;
• Work with the Alumni Office and international and professional associations to offer alumni in their chapter social and/or business networking opportunities;
• Help alumni keep in touch with each other and the University; and
• Offer assistance to the University in the organisation of events.

ESTABLISHING A CHAPTER

The University of Canberra has established several Alumni Chapters based on geographical locations and academic disciplines. As a first step, you should familiarise yourself with the chapters listed on the alumni website. If there is no Alumni Chapter listed for your region or discipline, you may like to consider creating one.

The Alumni Office will research the alumni database to find out how many contactable alumni live in the region or are associated with a particular discipline. If we find that the group is viable, we will invite alumni to join the group to create a formal chapter. A chapter will only be formed if 15 or more alumni agree to join, regardless of how many alumni are invited to join.

INDIVIDUAL ALUMNI CONTACTS - OVERSEAS ONLY

If there is not enough alumni, a lack of interest, or it is not possible for the Alumni Office to run a chapter for any reason, you may consider being an Alumni Representative. Alumni visiting the country can get in touch with you through the Alumni Office and prospective University of Canberra students from your country can seek your advice. You may also be asked to act as a point of contact for the University’s International Office.

STRUCTURING ALUMNI CHAPTERS

Alumni who wish to establish a new chapter overseas are advised to seek appropriate advice specific to their region to ensure the chapter is compliant with any legal requirements in reference to establishing a formal association in their country.

In Australia, there is no legal requirement to formally register an Alumni Chapter with any government body.

To ensure the success of the Alumni Chapter, the University requires that a formal Volunteer Executive Committee is elected, which includes:

• President
• Vice-President
• Secretary; and
• Advisor/s.

It is also recommended to assign volunteers particular areas of responsibility such as written communications and event coordination to assist with the operation of chapter activities.

Specific roles and responsibilities of the Volunteer Executive Committee are further outlined at Appendix A.
RESPONSIBILITIES OF VOLUNTEERS

The success of the Alumni Chapter relies on the contribution and energy of the Volunteer Executive Committee. The Volunteer Executive Committee drives and manages a chapter and are invaluable to the ongoing success and survival of the group.

These volunteers are usually responsible for:

• Liaising with the Alumni Office, keeping them informed of the group’s activities;

• Recording hours contributed by the Executive Committee and reporting these through to the Alumni Office annually;

• Organising events and initiatives for the chapter;

• Managing the administration of the group where required;

• Submission of Activity Grant Applications and Grant Outcome Reports;

• Submission of Promotion Request Form to the Alumni Office;

• Recruiting and supporting new members;

• Working with partner associations and the University to cross promote events and activities to chapter members;

• Working with the University’s International Office to provide assistance with international recruitment and advice as required.

Alumni Chapters are asked to provide the Alumni Office with an updated list of its Volunteer Executive Committee and other volunteer members on an annual basis and are required to advise of changes in a timely manner.

Volunteers are representatives of the University of Canberra and do not have the authority to speak on behalf of UC or to bind UC legally to any decisions unless previously consulted with the Alumni Office.

Each committee member will be required to agree to the Volunteer Committee Member Agreement, see Appendix B.

RESPONSIBILITIES OF THE ALUMNI OFFICE

The Alumni Office will provide one dedicated staff member as a relationship manager who is available to assist you with the operation and growth of the Alumni Chapter. The staff member will coordinate the following:

• Quarterly communications from the Alumni Office with program updates;

• Access to a quarterly conference call to share best practice, challenges and successes with each Chapter President;

• Access to a private Facebook group for leaders;

• Chapter events posted on the alumni website, Facebook, LinkedIn, and UC Events Page;

• Chapter landing page on the alumni website with contact information, sign up form and chapter description;

• Email communications sent to alumni within the chapter;

• Assistance with managing registrations for events;

• Resources to assist with planning and hosting events; and

• Liaison between relevant international or professional associations to enhance the offering of events and initiatives; and

• Assistance with elections and transition of committee members.

COMMUNICATIONS SUPPORT

The Alumni Office is keen to hear about the activities and stories of the Alumni Chapter. Each chapter is invited to submit articles, invitations and information for publication in official alumni communications. Chapters may submit communications for publication in Monitor (Alumni Magazine), Canvas (Alumni Blog) and Alumni E-News (Quarterly Newsletter). Good news stories or announcements may be shared on the alumni Facebook page as appropriate.

The Alumni Office is happy to work with the Volunteer Executive Committee to discuss communication requirements for each chapter. If chapters wish to publish their own newsletter, the Alumni Office can support with distribution to members.

Should the chapter require promotion for organised events through the Alumni Office, a Promotion Request Form, see Appendix G, must be completed and sent to the Alumni Office.
Office at least six weeks prior to the event where possible.

The use of the University of Canberra’s logo can only be used in strict consultation with the Alumni Office.

SOCIAL AND ONLINE MEDIA

The Alumni Office encourages the use of social media as a means for Alumni Chapters to inform and connect with their specific alumni cohorts. Assistance in establishing these online networks can be provided by the Alumni Office.

When considering an online presence, Alumni Chapters are asked to consider the following:

• All alumni are encouraged to sign up to the University of Canberra Alumni official Facebook page;

• Social media pages that refer to the University of Canberra are permitted provided they do no claim to be official University of Canberra channels;

• The use of the University of Canberra logo is permitted in consultation with the Alumni Office to ensure that consistency of use and branding is upheld across all social media platforms;

• Social media pages should not speak on behalf of the University or represent the University in a negative way;

• The manager of any social media page should post regularly and monitor the page to ensure relevance and mitigation of risk to reputation;

• Administration access must be provided to the Alumni Office Relationship Manager.

SUCCESION & ELECTIONS

It is the role of the Volunteer Executive Committee to consider succession planning to ensure the longevity of the chapter. The suggested term of office is two years for each Executive Committee member.

In times of leadership transition, Alumni Chapters are required to contact the Alumni Office to discuss the proposed election process. The Alumni Office will be available to support the election administration by contacting chapter members and managing the voting process. Upcoming elections should be documented in the Alumni Chapter Regional Plan, Appendix E.

FUNDING

Alumni Chapters are expected to be largely self-funded, however on occasion you may apply to the University for funding. The Alumni Office has a limited budget available to assist with resources for chapter activities. These funds will be distributed equitably based on the requirements and outcomes of the activity for each chapter.

Alumni Chapters seeking funding must apply using a Grant Application Form, see Appendix C. The funding application should be sent to the Alumni Office where it will be assessed on a case-by-case basis, subject to funding available.

The most common application for funding is to cover the cost of venue hire, catering, promotional material or other expenses associated with particular events or activities.

We encourage the Volunteer Executive Committee to be creative in their approach to planning events to reduce the overall costs. You may consider reaching out to your local business community to see if they can offer a space, host or cater an event, or have suggestions for guest speakers.

Priority for funding will be given to applications that:

• Promote or raise the profile of the Alumni Chapter;

• Provide new and unique ways for alumni to connect with each other;

• Have not benefited from University funds in that calendar year.

Following any activity run by an Alumni Chapter, a Grant Outcome Report and Event Evaluation, see Appendix D, must be completed and returned to the Alumni Office within two weeks of the completion of the activity.

The Alumni Office will continue to work with partnered Australian Alumni Associations as well as agencies such as the Australian Department of Foreign Affairs and Trade to assist with providing a comprehensive range of external events and opportunities for your chapter members.
Growing Your Chapter

It is the role of the Executive Committee to grow the chapter by increasing membership and providing value for existing members.

INCREASING MEMBERSHIP

The Alumni Office will work with the Executive Committee to grow each chapter. The Alumni Office will send invitations to join the chapter and post on social media on behalf of the committee.

The Executive Committee should leverage their own networks to encourage registrations and use social media tools such as LinkedIn to contact fellow alumni. Chapters should regularly contact the Alumni Office to discuss options for the most appropriate social media outreach in their region.

PROVIDING VALUE FOR MEMBERS

The most important aspect of any Alumni Chapter is ensuring that the value that the member receives outweighs any investment – be it time or expertise. The Executive Committee can provide value for chapter members by regularly hosting events that offer attendees value such as networking or professional development. This can be achieved by looking for guest speakers or working with businesses and associations to collaborate on an event or special offer. For example, a chapter may offer:

- Professional networking functions;
- Seminars or workshops hosted by a well-regarded guest speaker;
- Special offers to attend an event hosted by a third party;
- Cultural celebrations for members and their families;
- Fundraising events;
- Opportunities for members to give back to the University e.g. hosting prospective students or mentoring; and
- Welcome events for new graduates or those new to the area.

The value of a chapter is only limited by the creativity and effort of the Executive Committee. You are encouraged to engage with the Alumni Office regularly to discuss ideas or events and discuss how we can assist you.

INSURANCE

When the University organises an event for your chapter, the University is indemnified by its own Public Liability Insurance for its legal liability in respect of any third party claims arising out of the event.

Provided that the event is advised to and authorised by the UC Alumni Office, the University’s Public Liability Insurance will also extend to indemnify the approved alumni organisers of group events for their legal liability in respect of any third party claims arising out of the event. It should be noted in regards to cover:

1. UC’s current liability cover provides protection to current staff/students as well as any student or other person in the capacity of a member or office bearer of any alumni chapter formed with the consent of & registered with the University.

2. The policy will only indemnify the approved organisers of the event for their legal liability. It will not indemnify the event attendees.

3. The policy will not indemnify contractors utilised for the event e.g. caterers, entertainers etc. These parties must carry their own Liability Insurance.

4. Due to policy restrictions and limitations, cover for overseas activities may be prohibited. Therefore all events arranged outside of Australia must be consulted with the Alumni Office for further advice regarding Liability Insurance.

PRIVACY

The University of Canberra Advancement Office is the primary and permanent custodian of alumni personal information. Alumni personal information may be used by the University, and its agents for a range of alumni activities including sending publications, offering benefits and services, organising reunions and in our fundraising activities.

The Alumni Office endeavours to maintain current and up to date data in accordance with the Information Privacy Act 2014 (ACT). Alumni Chapters, whether in Australia or elsewhere, must also comply with this Act if they collect, hold, use or disclose personal information. Further information can be found at canberra.edu.au/privacy

Due to restrictions under the Information Privacy Act 2014, the Alumni Office is not permitted to provide Alumni Chapters with any personal information of its specific alumni cohort, including contact details. If permitted, communications will be distributed on behalf of the chapter by the University.

Alumni Chapters are encouraged to help keep the central database up to date by regularly reminding local alumni to update their details via the secure page on the alumni website.
Volunteer Executive Committee Job Descriptions

PRESIDENT

• Ensure the effective action of the committee in governing and supporting the chapter, and oversees the chapter’s affairs.

• Act as the representative of the chapter when communicating with the Alumni Office and external organisations.

• Work with the Alumni Office to further the University’s mission.

• Provide an indicative program of the chapter for the upcoming year to the Alumni Office.

• Oversee the submission of event proposals and communications to the Alumni Office.

• Submit an annual report that outlines the chapter’s activities, suggestions and feedback.

• As required, complete and submit Funding Applications and Event Feedback forms.

• As required, oversee the submission of Promotion Request Forms.

VICE-PRESIDENT

• Act as the President in his or her absence and assist the President with their duties.

• Work with the President and committee members to draft and submit a regional plan to the Alumni Office.

• Increase membership of the chapter.

• Provide assistance and oversight to the President and Event Coordinator to organise events for the chapter.

• Provide assistance and oversight to the President and communication coordinator to organisation chapter communications.

SECRETARY

• Provide an updated list of the Volunteer Executive Committee to the Alumni Office.

• Ensure that meetings are properly called and organised, and that minutes are appropriately recorded and sent to the Alumni Office.

• Act as a liaison between chapter members and the Alumni Office as required.

• Assist the Alumni Office in managing committee elections.

• Record the hours volunteered by committee members to report to the Alumni Office on an annual basis.

• Ensure the chapter is compliant with any laws and regulations and update the Alumni Office if changes occur.

• Collect stories and photographs for input in alumni communications.

ADVISOR

• Provides general advice to the Volunteer Executive Committee on matters of the chapter. Has no direct involvement in the administration or general operations of the chapter.

EVENT COORDINATOR

• Provide assistance and expertise to President and up to organise chapter-run events including organising logistics and working with the Alumni Office to distribute invitations and manage RSVPs.

COMMUNICATIONS COORDINATOR

• Provide communications support to the chapter by collecting stories and photographs and drafting communications items as required for dissemination by the Alumni Office.

• Assistance with managing social media pages as required.
Volunteer Committee Member Agreement

I, ____________________________ (name),
agree to perform the duties of ____________________________ (position)
for the ____________________________ (chapter name) Volunteer Executive Committee.

I understand that by agreeing to be ____________________________ (position),
I am bound by the terms and requirements as outlined in the Alumni Chapters Guide, which may change from
time to time with prior notice provided. Furthermore, I acknowledge that I am to act in the best interests of the
University of Canberra at all times.

I understand and agree that the University may, in its sole discretion, terminate this Agreement with
immediate effect if I fail to adhere to the Alumni Chapters Guide or if I fail to act in the best interests of the
University at all times.

In signing this agreement, I agree to be appointed to my position of ____________________________
for a period of 2 years from ____________________________ to ____________________________ (date).

__________________________________________  ____________________________  ____________
Alumni Representative Name      Alumni Representative Signature & Date

__________________________________________
Alumni Manager Name

__________________________________________
Alumni Manager Signature & Date
Activity Funding Application Form

Alumni Chapter Name: ____________________________

President Full Name: ____________________________

Email Address: ____________________________ Phone Number: ____________________________

Activity Details: ____________________________

Date: __________ Location: ____________________________

Proposed Attendance Numbers: ____________________________

How will this activity benefit the Alumni Chapter and/or the University of Canberra?

______________________________

Estimated total cost of activity: ____________________________ Estimated revenues (if charging for tickets): ____________________________

Have you investigated sponsorship opportunities with local businesses? Please detail:

______________________________

Amount requested from Alumni Office: ____________________________

Other information to support grant application:

______________________________

The University of Canberra will only process payments direct to third party providers upon receiving a correctly rendered invoice. For expenses under AUD$1000, the preferred payment method is via credit card to third party supplier.

______________________________

Signature: ____________________________

Name: ____________________________ Date: __________

Please submit completed form to the Alumni Office via email only.

alumni@canberra.edu.au
+612 6206 3959
Alumni Chapter Activity Grant Outcome Report and Event Evaluation

Alumni Chapter Name: ____________________________

Contact person: ____________________________ Email Address: ____________________________

EVALUATION

Attendance: Invited: ___ RSVP: ___ Actual attendance: ___

Budget: Budget allocated: ___ Money spent: ___ Money recovered: ___

What worked well?
__________________________________________________________
__________________________________________________________

What could be improved?
__________________________________________________________
__________________________________________________________

Feedback from attendees:
__________________________________________________________
__________________________________________________________

Recommendations:
__________________________________________________________
__________________________________________________________

OUTCOMES

Outcomes for the Alumni Chapter:
__________________________________________________________
__________________________________________________________

Follow up actions from this activity:
__________________________________________________________

Please submit this report within two weeks of the activity to the Alumni Office via email only
alumni@canberra.edu.au
+612 6206 3959

Signature: ____________________________ Date: ____________________________

Name: ____________________________
Alumni Chapter Regional Plan

Alumni Chapter Name: ____________________________  President: ____________________________

Proposed Period: ____________________________  Members to Date: ____________________________

Goals of the chapter:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

KPI’s for the year:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Elections to be held  YES / NO

Positions to be elected: ____________________________

Time of election: ____________________________

Activity Summary (Chapter Events)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Activity Summary (Partner Events)
________________________________________________________________________________________
________________________________________________________________________________________
Event Planning Sheet

Event Name: ____________________________ Date of Event: ____________________________
Venue: __________________________________________
Venue Address: __________________________________
Primary Organiser: ______________________________

Event Planning
Purpose of Event: ____________________________ Budget: ____________________________
Grant Application Required: YES / NO
Research Venues and Event Format

Event Checklist
☐ Confirm booking with venue
☐ Date and time
☐ Cost and payment details
☐ Confirm catering selection
☐ Confirm event format
☐ Is a speaker required? If yes, arrange logistics
☐ Photographer required? If yes, arrange logistics
☐ AV required?
☐ Displays or presentation required?
☐ Branding required?
☐ Is UC merchandise required?
☐ Are name badges required?
☐ Is background music required?
☐ Are flowers required?
☐ Is there parking at the venue?
☐ Is there disabled access?
☐ Compile directions to venue
☐ Plan roles & responsibilities for event
☐ Would you like UC staff to attend?

Promotion
☐ Include in E-Newsletter
☐ On Alumni Website
☐ Chapter website
☐ Social Media
☐ Is advertising required?

Invitation
☐ Submit Event Promotion Request Form to Alumni Office
☐ Do any other invitations need to be sent? (e.g. local VIPs or businesses)

Final Confirmations
☐ Confirm final schedule with venue
☐ Confirm final numbers with venue
☐ Confirm catering request, check for dietary requirements (collected by UC)
☐ Order name badges and place cards
☐ Are taxis/cars required for guests? If so, reserve.
☐ Create table plan if required
☐ Flowers ordered
☐ Briefing notes prepared and circulated

On the day Event Materials
☐ Pens/Pencils
☐ Clipboards
☐ Guest lists
☐ Name badges and blanks
☐ Table cards and blanks
☐ Branding
☐ Merchandise for gifts
☐ Music
☐ Presentation material
☐ Contact numbers
☐ Directions and maps
Event Promotion Request Form

The Alumni Office will prepare collateral for the promotion of your events based on the information you provide in the form below. You must submit the form a minimum of six weeks prior to the date of your event to provide the Alumni Office with enough time to effectively prepare the appropriate marketing material.

Additional information may be requested for different events on an individual basis.

Please note that promotions will be sent to relevant alumni primarily by email and published on the Alumni Office social media channels. Hard copy mailing is not standard practice for our office however we are willing to discuss on an individual event basis.

Alumni Chapter Name: _____________________________________________

Event Name: ____________________________________________________

Purpose: _________________________________________________________

Proposed Agenda: ________________________________________________

________________________________________________________________

Date, Time, Duration: ________________

Event Capacity: ____________________________

Target Audience: ____________________________ RSVP: ________________

Deadline for Catering Confirmation: _________________________________

Venue Name / Address / Details:

________________________________________________________________

________________________________________________________________

Dress code: ______________________________________________________

Is this a paid event? If so, how much are tickets? ______________________

Please provide all information for any cost associated with the event which the chapter may incur:

________________________________________________________________

________________________________________________________________

Please outline why people should attend this event:

________________________________________________________________
Committee Member Application Form

Name: ________________________________________________

Student Number (if known): ______________________________________

Email: ___________________________________________________

Phone: ____________________________________________________

Address: __________________________________________________

Position Application: _________________________________________

Why do you feel that you would be a good candidate for this position?

________________________________________________________________

________________________________________________________________

Do you have any relevant qualifications to support your application?

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please write any additional comments that will support your application:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please include your current CV to support your application.

Please submit completed form to the Alumni Office via email only.  
w@canberra.edu.au  
+61 2 6206 3959