DEVELOPMENT AND ALUMNI OFFICE

The Development and Alumni (D&A) office provides advice and support to the University's Alumni Networks both within Australia and overseas. A list of D&A staff and the office organisational chart are attached for your reference. Although all D&A staff are involved at some level in supporting the alumni networks, the main points of contact within the office are:

Mrs Kim Harvey
Manager, Alumni Relations
+61 8 8303 3196
kim.harvey@adelaide.edu.au

Areas of responsibility include:
- Implementation of the Alumni Relations Strategic Plan 2007 – 2011
- Developing Faculty and School alumni programs (in collaboration with the D&A Officers in the Faculties)
- Development and implementation of the biennial Alumni Forum Program
- Development of the Young Alumni Program

Ms Jen Clark
Alumni Relations Officer (International and Benefits)
+61 8 8303 7194
jennifer.d.clark@adelaide.edu.au

Areas of responsibility include:
- Advice and support to existing and emerging international alumni networks
- Development of an International Alumni Relations Plan
- Organisation of Alumni Leaders Meeting held overseas (held annually)
- Development of an Alumni Membership and Privileges Program
- Implementation of the Student and Industry Program

Mrs Gaynor Tyerman
Alumni Relations Officer (Domestic and Awards)
+61 8 8303 6356
gaynor.tyerman@adelaide.edu.au

Areas of responsibility include:
- Advice and support to existing and emerging Australian-based alumni networks
- Coordination of the Alumni Relations Recognition Program including all awards, grants and the Alumni Fellows Program
- Organisation of Alumni Leaders Meetings held in Australia (held bi-annually)
- Providing executive support to the University's Volunteer Program
- Coordination of the D&A office volunteer program including the History and Heritage Tours
PLEASE NOTE:

All enquiries from, or related to, Australian-based alumni networks should be directed to Gaynor Tyerman.

All enquiries from, or related to, international alumni networks should be directed to Jen Clark.

Any enquiries received by other D&A staff relating to alumni networks will be forwarded directly to either Gaynor or Jen.

The D&A office currently provides support to the Alumni Networks in the following areas:

- Alumni data collection, maintenance and distribution
- Registration, banking and ticketing facilities for events (for those networks who currently hold their funds within the University’s financial system)
- Administration and auditing (via the Finance Office) of financial accounts for those networks who currently hold their funds within the University’s financial system. Please refer section 7 – Finances.
- Promotion of Alumni Networks and their programs via the University’s web site and publications including; LUMEN, Adelaidean, Adelaide Link and Inside Adelaide.
- Opportunities for collaboration with other networks and/or University partners
- Some logistical support is available from the D&A Events Officer for major alumni network events
- Advice on fundraising initiatives for your program or associated Faculty/School (e.g., donations, sponsorship etc)
- Access to University banners to display at network events
- Provision of a funding scheme to assist networks with specific projects in support of the Alumni Relations Strategic Plan 2007 – 2011 (please refer section 6 of Alumni Leaders Manual)

With the launch of the University’s new Online Community in July 2008 there will be other opportunities for the D&A office to further support the networks and their programs. Updates to this manual will be provided at that time.

Role of the Development and Alumni Officers in the Faculties

- Coordinate and implement the Faculty’s Alumni Relations Program
- Support the Faculty’s recruitment and marketing program
- Organise major alumni events for the Faculty and its Schools
- Coordinate a program to recognise the Faculty’s donors and supporters
- Maintain sections of the University’s web site and online community which pertain to the Faculty’s alumni program

The primary role of the Faculty D&A Officers, in relation to the networks, is to advise and provide information to the network on the direction of the Faculty’s overall alumni program. In collaboration with the Alumni Relations Officer (Domestic and Awards) they will also assist in the development of new alumni networks within the Faculty. In some cases where the Faculty may be considering developing an alumni program overseas, the D&A Officer will work closely with the Alumni Relations Officer (International and Benefits).