



FRAMEWORK FOR THE ALUMNI RELATIONS OFFICE

1. BACKGROUND

The Alumni Relations Office forms part of the Institutional Advancement and reports to the Executive Director: Institutional Advancement who reports to the Vice Chancellor and Principal. It must be noted that the staff in the Alumni Relations staff do not report to any Alumni, Convocation Executive, or Chapters/substructure. The relationship between MUT and its graduates is what is termed a 'Gown to Grave' relationship. It is therefore the responsibility of the Alumni Relations Office to ensure a lifetime connection between MUT and its graduates.

This document serves as a guide for Convocation and Alumni structures on the functions, authority and objectives of the MUT Alumni Relations office.

2. AUTHORITY AND FUNCTIONS

2.1 The Alumni Relations Office is a functional and management unit in the Institutional Advancement responsible for Alumni support and resource mobilisation, which includes the following:

- a) Compiling the alumni relations annual plan and preparing the required budget for approval.
- b) Maintaining and updating the Alumni database.
- c) Overseeing the management of the funds allocated annually for all alumni activities.
- d) Coordinating administrative duties of the annual general meeting of the Convocation

2.2 The Alumni Relations Office is responsible for the agreed upon administrative and other support to Convocation and alumni, including Convocation Executive and alumni chapters/substructures. The said support may include:

- a) Providing support with venues for meetings or events for Convocation or alumni chapters on campus.
- b) Providing guidance and advice relating to relevant institutional rules.
- c) Providing advice relating to alumni relations activities.

- d) Providing coverage or marketing of alumni chapter activities on alumni and the university's communication platforms.
 - e) Coordinating annual programmes for alumni chapters.
- 2.3 The office is responsible for nurturing the connection between MUT and its alumni. Some of the day-to-day responsibilities of the alumni relations office are to:
 - a) Reconnect MUT alumni with the university.
 - b) Revitalise alumni engagement.
 - c) Inspire alumni to invest their time, talent and resources for the benefit of MUT and its students.
 - d) Track and profile alumni progress/achievements to inspire current student as well as position MUT to external communities.
- 2.4 The Alumni Relations office provides support to the various alumni structures as may be required and agreed upon.
- 2.5 The Registrar serves as a secretariat of convocation and provides related administrative support to the President of Convocation and the Convocation Executive
- 2.6 The registrar's role includes ensuring the enhancement of content governance and compliance processes that will improve accountability on programmes and projects as well as the strategic implementation of the University Strategy in meeting the goals of the University.
- 2.7 The Registrar manages the process of nomination and election of Convocation Executive members with the support from Alumni Relations office.

3. OBJECTIVES OF THE ALUMNI RELATIONS OFFICE

- 3.1 The Alumni Relations office will ensure that Convocation and all alumni structures align with MUT's vision through their plans and activities. The objectives for the Alumni Relations office is also to provide guidance and support that results in the following:
 - 3.2.1. Convocation and alumni community with a vested interest in the well- being of the university.
 - 3.2.2. Convocation and alumni community that always act in the best interest of MUT.
 - 3.2.3. A strong culture of community amongst Convocation and alumni structures.
 - 3.2.4. A strong professional network that is a resource for current students and recent graduates.
 - 3.2.5. An alumni network that is willing to give back to MUT through their time, talent, and treasure.

4. REVIEW OF THE ALUMNI RELATIONS OFFICE FRAMEWORK

These rules shall be reviewed every four (4) years or otherwise whenever deemed necessary during the intervening period.