Once you have run two successful events, we can start to think about formalising your status as an alumni group. There are a number of things to consider.

**Expectations**

All groups need to sign the ‘terms of reference’ form: https://imperial.eu.qualtrics.com/jfe/form/SV_9MPGVxlMIm8USrP. Please read this document carefully and think about how you will ensure that its requirements will be implemented. The document will get updated from time to time, so if you have feedback please get in touch: alumni@imperial.ac.uk

The College has set out three levels of alumni groups (tiers one, two and three). The tiers indicate how much activity you should be organising, based on the number of alumni in your area. They also stipulate some of the types of activity you should be thinking about organising. Please refer to the tiers guidance document for more information. When you digitally sign the terms of reference document, you will be asked to indicate which tier you think your group is – if there are any issues, we will be in touch.

**Vision or mission statements**

You may wish to think about crafting a vision or mission statement, or clarify some goals, to outline what your group would like to achieve. Generally, our alumni groups aim to connect local alumni and support one another, raise the profile of the College, and support the College with its activities in your area (where applicable). As per the terms of service document, alumni groups should never be commercially motivated, and should act in the best interests of the College and the local alumni network at all times. Groups should always strive to be as inclusive as possible. We are happy to look at a draft vision or mission statement for you and to provide feedback.

**Supporting the College**

As well as providing a network of like-minded alumni to interact with, lots of our groups wish to provide further support for the College. There are a lot of different ways you can do this. Below are some ideas:

- **Awareness**: as alumni group leaders, we appreciate the work that you do to raise awareness of the alumni network. You may wish to let alumni know about the benefits and services available to them (detailed more fully here: www.imperial.ac.uk/alumni/benefits/), or you might like to update alumni on some of the news from the College (sign up for a daily digest at: www.imperial.ac.uk/news/). We can also provide you with a short set of PowerPoint slides which detail some news and alumni benefits – get in touch for more information.

- **Volunteering**: as well as the work that you do as an alumni group, there are lots of other ways alumni can contribute their time to Imperial, and many of these can be done remotely. We appreciate the work that our alumni groups do to update others on these opportunities. Find out more at www.imperial.ac.uk/alumni/take-part/volunteer/.

- **Fundraising**: some of our groups wish to fundraise for the College or to raise the profile of fundraising amongst their peers. Although it is not expected of our groups, it is very much appreciated and can have a huge impact on Imperial’s future. The easiest thing to do is to gently remind others of how they can donate and what they can support. You’ll find more information at www.imperial.ac.uk/giving/. If you have other ideas we would be very happy to discuss these with you so please get in touch: alumni@imperial.ac.uk

**Organisational structure**

Your organisational structure is important and there are different requirements at each of the tier levels. Depending on where you live, you may also need to think about formally registering with your government. Where possible, we would encourage groups to formalise their structures and operations only as much as is necessary for a healthy alumni organisation, as we appreciate that it can be a significant administrative burden.

**Bank accounts**

Many of the groups in our top tiers have their own bank accounts. When they charge for larger events, they add a very small additional fee, which means that they can build up a small surplus in case of emergencies (e.g. an event underselling). Often, to have a bank account you need to be registered with the government as an official organisation, so we wouldn’t recommend this for groups in the lower tiers where events are predominately funded on a ‘self-financed’ basis (i.e. alumni purchase their own drinks/food at the venue).

These guidelines are accurate September 2017. They will be regularly updated to reflect Imperial’s strategic priorities and the feedback of alumni.

These guidelines are part of a set of resources for alumni geographic group leaders. Access the full set at www.imperial.ac.uk/alumni/take-part/groups/regional-groups/