Deakin University Alumni Community

Alumni Handbook and Information Guide
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1. The Deakin University Alumni Community program

1.1 Mission
To support Deakin University's goal to be a catalyst for positive change for the individuals and the communities it services. The Alumni program aims to:

- Provide tailored communication and networking channels that add tangible value to our Alumni community
- Provide a valuable and continuing education and lifelong learning resource for Alumni members
- Facilitate as a feature of Deakin University, a sense of community through strong links with our graduates, staff and the wider community
- Enhance the overall reputation of Deakin University and build brand champions and
- Advance Deakin's education, research, facility and scholarship development programs through the sourcing of philanthropic revenues and engagement with our Alumni.

1.2 Commitment
In order to achieve this mission, our commitment is to deliver an alumni program which is relevant, innovative and responsive to the needs of our alumni community.

2. Alumni Membership

2.1 General Membership
Alumni membership is open to:

- Deakin graduates
- current or former members of Deakin staff or
- graduates or former staff members of a Deakin antecedent institution

2.2 Antecedent Institution Membership
For the purposes of definition, an antecedent institution alumni member is deemed to have graduated from an institution or course at any time prior to or at the time that, the institution and/or course came under Deakin management. Any person graduating or employed after this point from a particular institution or from any course not subsequently associated with Deakin will not be eligible for Alumni membership.

Deakin's antecedent institutions are:

Burwood State College
Burwood Teachers College
Domestic Arts Teachers College
Geelong State College
Geelong Teachers College
Glendonald Training Centre for Teachers of the Deaf
2.3 Staff Membership
Alumni staff membership is open to all staff employed by Deakin University or one of its antecedent institutions for a minimum of twelve months on a continuing or fixed-term contract. Membership is only open to casual and sessional staff who have worked for Deakin or one of its antecedent institutions for a minimum of two years or otherwise at the discretion of the Central Alumni Office.

2.4 Friends of Deakin
Applications for membership to ‘the ‘Friends of Deakin’ will be considered on a case by case basis at the discretion of the Central Alumni Office.

2.5 Cost of Membership
There will be no charge applied to membership of the Deakin Alumni Community or its chapters or Networks.

2.6 Alumni Member Database
This University’s central database of Alumni members contact details is maintained by the CAO in conjunction with the Information Technology Services Division (ITSD), Division of Student Administration and Human Resources Services Division.

Chapters and Networks or Deakin staff are not permitted to administer separate Alumni databases in any form.

3. The Deakin Alumni Community Structure

3.1 Central Alumni Office (CAO)
The Central Alumni Office is established to oversee, provide specialised support for and co-ordinate the Alumni activities and communications of the members, chapters and networks that form part of the Deakin Alumni Community. The CAO is a service area within the External Relations Group and is the central body through which Deakin engages with its Alumni Community.
### 3.2 Deakin Alumni Stakeholders

Deakin Alumni stakeholders include faculties, divisions, chapters and networks associated with the Deakin Alumni Community. These groups are responsible for providing specialised content for their members.

Each chapter and network is expected to support an online engagement component (including chapter/group websites and social media) with their individual chapter membership cohort(s). Typical activities of the stakeholders are expected to include; discipline based newsletters; alumni niche events, engagement with Alumni to encourage participation with discipline/school activities. It is expected that these events and engagement opportunities be primarily resourced by stakeholders, members and chapters.

### 3.3 Chapters and Networks (refer Appendices 1 and 2)

A chapter is a group of at least twenty alumni members that have a common interest or focus that form part of a recognised faculty, school, organization, division or course.

A network is a cohort of Alumni members that have a common interest or focus not directly connected or associated with Deakin or an established or recognised Chapter, faculty, school, organisation, division or course.

For information about establishing a new Chapter or Network please refer to the Establishing a New Chapter or Network section of this document or contact the Central Alumni Office at deakinalumni@deakin.edu.au.

### 3.4 Deakin Alumni Advisory Committee (DAAC)

#### 3.4.1 What is the DAAC?

DAAC is an advisory committee established to progress the development of the Deakin Alumni Community. It is primarily established to:

1. Develop and drive a coordinated University-wide management framework for Alumni engagement domestically and internationally to optimise Alumni engagement across the University
2. Develop and promulgate the University’s Alumni engagement strategies and implement relevant policies, procedures and work practices
3. Review, evaluate and make recommendation on major alumni relations activities, including maximising the benefits of Deakin's international alumni networks
4. Review the effectiveness of Alumni engagement strategies and provide advice on initiatives that might be undertaken to improve performance across the University
5. Oversee and endorse relevant Alumni market research and other assessments as required
6. Advance the Deakin alumni recognition and awards program
7. Serve as a forum for the exchange of information and ideas between the University’s various alumni networks and identify appropriate best practice/benchmarking partners
8. Provide advice and support in the development of University-wide fundraising campaigns as they relate to Alumni
3.4.2 DAAC Management
DAAC is coordinated by the Central Alumni Office and:

1. Meets approximately 4 times per year
2. Seeks input from other areas of the University or via other external means as appropriate
3. Seeks input from any organisations or persons from outside the University as appropriate

3.4.3 DAAC Constituency
Membership of DAAC comprises:

- Vice-President (Advancement) (Chair)
- Director, External Relations
- Executive Director, Division of Student Life
- Executive Director, Deakin International
- Executive Director, Marketing
- Associate Dean (Development) (S&T)
- Associate Dean (International/Development) (Health)
- Associate Dean (Development and International) (B&L)
- Associate Dean (International/Development) (A&E)
- Alumni Relations Manager
- Alumni Relations Officer (Admin/secretariat)
- Alumni Chapter representative (Faculty of Business and Law /one year appointment on Faculty rotation basis)
- Current student : DUSA President

4 Alumni Responsibilities

4.1 Responsibilities of the CAO
The CAO will be responsible for the overall management of the Deakin University Alumni Community program.

These responsibilities include:

- Maintaining and hosting one single University Alumni database and registration system
- Organising a minimum 10 general University Alumni events per year
- Generating and distributing a monthly Alumni e-News service
- Generating and distributing D-Magazine to all contactable Alumni
- Maintaining and hosting all central Alumni IT engagement and other service systems including the: Discussion forum, Career information interviewing and mentoring system and Business Services Directory
- Sourcing and maintaining a suite of external and internal services for all Alumni
> Working across the university to assist in the development of new services and cross faculty and divisional
Alumni activities
> Conducting an Alumni survey every three years
> Coordinating the ARG
> Providing specialised Chapter and Network development and engagement support as required
> Membership promotion
> Coordinate the annual Alumni Awards
> Maintaining the Alumni of Significance Register and nomination process
> Distributing all Alumni membership cards
> Reporting to the University Executive on Alumni development
> Working in conjunction with University Development to promulgate scholarships, bequests and grants from
Alumni members to benefit the University
> Encouraging Alumni to connect with each other and Chapters/Networks/Schools/Faculties

4.2 Responsibilities of Chapters and Networks
Chapters and Networks are responsible for:

> Resourcing individual engagement activities
> Promoting the Deakin Alumni Community
> Regular reporting to the CAO regarding events and operations
> Working with Deakin International (DI) in the delivery of the Alumni program overseas in key
overseas countries as determined by DI and the CAO
> Maintaining a web or other social media presence
> Engaging directly with Alumni on Chapter or Network specific information
> Levering off appropriate existing industry, University or community events to include Alumni
> To provide chapter-specific content for CAO generated email bulletins and newsletters and hard
copy communications to the wider Deakin Alumni Community, including member profiling
> Adhere to University and Australian privacy policies and other laws at all times

4.3 Responsibilities of Schools and Faculties
Faculties and Schools are responsible for:

> Providing faculty/school parameters for chapter activities and communications
> Promotion of the Deakin Alumni Community
> Resourcing of Chapters and Networks where applicable
> Developing tailored chapter activities, services and networking opportunities within chapters
> All Chapter and Networking activities where applicable
> Encourage Alumni to engage with the University
4.4 Responsibilities of Alumni Members
Alumni members are encouraged to:

> Register for Alumni membership upon or before graduation
> Attend Alumni events and utilise available services
> Provide engagement ideas and channels within Chapters and Networks
> Network and add value among themselves
> Provide leadership within Chapters and Networks
> Maintain their current contact details with the CAO
> Provide content for Alumni and other University publications
> Volunteer for University events and other opportunities i.e.: guest speaking roles, advisory board members
> Participate in Alumni surveys and other Alumni research projects

5. Chapter and Network Guidelines

5.1 What is a Chapter or Network?
A Chapter or Network is a subgroup within the Deakin Alumni Community and may be organised by:

> Regional groups (country, city, region or campus)
> Educational/work areas (faculty or discipline area)
> Professional or industry area
> Special interest area(s) or friends of Deakin
> Antecedent institution

All Chapters and Networks operate relatively independently through their own committees where applicable and within the guidelines set down in this document.

A Chapter or Network requires a minimum of twenty Alumni members to be officially recognised by the Deakin Alumni Community.

5.2 Chapter and Network Objectives
Regardless of whether Chapters or Networks are educational, regional or interest based, they all should aim to achieve the following objectives:

> Further the reputation of the University
> Further the reputation of the faculty/discipline, region or Network they represent
> Develop a mutually beneficial relationship with the Deakin Alumni Community and the wider University
> Conduct its operations in a manner consistent with the goals and objectives of Deakin University
> Contribute to and encourage other Alumni and prospective Alumni to contribute to the objectives of the Deakin Alumni Community and the University

Chapter and Network committee members should personally aim to:

> Maintain an active interest in the University
> Communicate alumni news, interests and needs back to the Alumni Office
> Offer voluntary assistance to the Deakin Alumni Community by organising events and contributing to University activities (reunions, interstate and overseas events and activities)
> Continue their professional education with the University when appropriate

5.3 Commencing a Chapter or Network: Pre-planning
Once it is decided to set up a Chapter or Network. The following things need to be considered:

> Who will the Chapter/Network appeal to e.g. those living in a certain region or those that studied a particular course etc?
> The nature of the Chapter, e.g. purely social focus, professional networking group, a combination of both and
> The types of activities or events that the Chapter or Network will run
> The name of the Chapter or Network

It is recommended that a Chapter or Network be established by a group (small or large) of Alumni who are committed to the establishment and ongoing development of the Chapter/Network. For information relating to Alumni in a particular area, contact the Central Alumni Office at deakinalumni@deakin.edu.au or PH +61 3 5227 1019 to be put in contact with other Alumni with similar interests.

5.4 Chapter and Network Structures
The structure of the new Chapter should also be considered. Chapters may determine their own governance and do not have to be run in a formal way. However, a minimum of four committee members who take on the roles of Chair, Deputy Chair, Secretary, and Treasurer is recommended to provide leadership and direction for the Chapter or Network. Other roles may include Event Organiser, Membership Coordinator or Promotions Officer, according to the focus of the Chapter and the activities that have been identified.

In addition, Chapters or Networks that are education or Campus based, or represent a department or area within the University, should include representation from the relevant Faculty or University liaison staff member on the committee. A former lecturer or Deakin Alumni coordinator may be available to fulfil this role.
5.5 Obtaining CAO approval
All new Chapters must submit a written proposal regarding the establishment of any new Chapter or Network. This document must outline briefly the proposed Chapter or Network:

> Name
> Purpose and goals
> Membership guidelines
> Structure
> Key contact people and
> Engagement and activities strategy

The Central Alumni Office and any other relevant area of the University will consider the proposal, seek clarification on any items if necessary and formally approve the new Chapter or Network if acceptable.

It should be noted that "Incorporation" of Chapters and Networks is not permitted and as such will not be recognised by the Deakin Alumni Community.

For further information on the process or assistance with submitting a proposal contact the Central Alumni Office at deakinalumni@deakin.edu.au or PH +61 3 5227 1019.

5.6 Recruiting Chapter or Network Members
Once a new Chapter has been approved by the Central Alumni Office the task of recruiting members should begin. A good place to start is with those who were involved in developing the initial proposal. The Central Alumni Office will also assist in contacting relevant Alumni that match the profile of the Chapter or Network to seek expressions of interest.

5.7 The First Chapter or Network Meeting
The first meeting of the new Chapter is important in setting the focus of the Chapter. The types of activities that may happen at this first meeting include:

- confirmation of the roles and duties that are required;
- election of people to the key positions and the committee;
- clarification of Chapter objectives
- decision on whether a constitution is necessary;
- decision on how frequently to meet as a committee;
- set Chapter meetings schedule
- establishment of a process for Chapter members to provide suggestions and feedback to the committee;
- discussion of the types of activities or events the Chapter will run; and/or
- planning of the first event or activity and discussion of future events.

5.8 Roles and Responsibilities of a Chapter or Network Committee
While the actual management structure of the Chapter may vary, it is recommended that the following roles and duties are allocated to members of the Chapter committee:
< Chair - leads the Chapter, taking responsibility for strategic planning and staying in regular contact with the CAO
< Deputy Chair - performs the duties of the Chair in the Chair’s absence, and is the likely successor to the Chair;
< Administrative Officer - is the main administrator of the Chapter, providing secretarial support, including the recording and distribution of minutes of the meetings, manages correspondence for the Chapter and establishes and maintains appropriate files for Chapter business, including obtaining membership lists from the CAO; and
< Treasurer - manages the financial matters for the Chapter including the collection and recording of monies for Chapter functions
< Committee - a group of a maximum of six Alumni who may be allocated various roles or portfolios to maintain i.e.: chapter communications, chapter sponsorship etc

Roles can be combined or shared among more than one committee member, depending on the particular circumstances of the Chapter. The only requirement is that all committee members must be registered members of the Deakin Alumni Community.

5.9 Chapter and Network Activities Planning
Chapters are advised to plan an annual program of activities, which outlines a viable program of engagement and the tasks required to achieve its long term goals. This provides a focus for Chapter committee members and allows for the effective promotion of the activities.

Planning diverse activities will generate interest in a Chapter and play an important part in encouraging alumni and the University community to become and remain connected with the Chapter and the Deakin Alumni Community

To assist Chapters with their planning, an activity plan for the following year should be developed to set goals and establish programs to achieve these goals. For those Chapters that require support from the University for events or projects, an activity plan must be submitted to the CAO and any other relevant Faculty, Division etc in January of each year for activities during that year. At a minimum, the activity plan should include the following:

< detail on planned events or projects including objectives and proposed outcomes
< detail on support required from the CAO, Faculty, Division or School

5.10 Suggested Engagement Strategies
Activities and events should be consistent with the nature and focus of the Chapter and consistent with the Chapter objectives. Possible ideas for Chapter engagement include:

< networking functions;
< seminars or lectures;
< dinner or drinks with a guest speaker;
< family/social outings
< class reunions
< online newsletter
< fundraising events for Deakin scholarships; or
< community service activities

5.11 Chapter and Network Reporting
The Chapter Chair must maintain regular contact with the CAO and other related Faculty or Division either via regular meetings or email communications including providing Chapter activity updates.

Each Chapter is required to submit an annual report to the CAO in December of each year. The annual report should include the following:

< a description of the year’s activities, attendances and achievements;
< whether the Chapter has achieved its objectives;
< any recommendations for the next year and
< a financial report (if applicable)

Chapters must send an updated committee list to the CAO when there is a change in the composition of the committee. Chapters that record meeting minutes may be asked to send a copy of all minutes to the CAO.

5.12 Chapter and Network Membership
Chapter membership regulations are to be decided upon by individual chapters. The Deakin Alumni Community membership database will be updated and maintained by the CAO on behalf of all Chapters including the allocation of Chapter and Network members.

5.13 Chapter and Network Membership Fees
Chapters and networks may charge attendance fees for events/activities but may not charge any ongoing membership fee in any form.

5.14 Incorporated Associations
Incorporation of Chapters and Networks will not be permitted nor recognised or supported by the Deakin Alumni Community.

5.15 Chapter and Network Websites
It is recommended that each Chapter or Network have some form of web presence. All Chapter and Network websites should be linked to the central Alumni website as well as directly linked from/via faculty and school websites.

At a minimum each chapter website should:

> adhere strictly to University style guidelines
> link to the central Alumni website
> be regularly updated
> contain a message of welcome (i.e.: from School Head or Dean of Faculty or Chapter Chair)
> contain a calendar of Alumni events (Linked to CAO events calendar)
> contain Chapter Alumni profiles (Linked to CAO profiles webpage)
> contain a newsletter component and archive
> contain a link to course information website
> display up-to-date graphics
> include ‘contact us’ details.

5.16 Use of Deakin University Branding
Any use of the Deakin University name or logo requires the express prior written permission of the University. The logo and name of Deakin are proprietary to the University and any unauthorised use of the name and logo will be prosecuted.

If you would like to discuss this issue further or wish to submit an application seeking permission to use the logo or name please contact Deakin University at identity@deakin.edu.au.

6. Alumni Events Management Guidelines

6.1 Purpose of Alumni Events
The reasons for developing and offering alumni events and other engagement opportunities to Alumni Community members (in line with the Deakin University Alumni Community mission and goals) are to:

> engage with current Alumni members
> add tangible value to Alumni members
> attract new Alumni members and
> foster more meaningful engagement between Alumni members, current students and the University

6.2 Events Research
As part of the organisation of an Alumni event, networks and chapters should undertake relevant research to determine the following:

> the number of current chapter membership numbers likely to be invited to attend
> what form of event would Chapter members most want to attend
> the demographic profile of the Alumni members to be targeted
> the optimal time to hold such an event
> costs/budget
> what is to be achieved by holding the event
> is the event in line with the goals of the Alumni Community and the Chapter/Network
> suggestions for events include: networking functions, professional development seminars, reunions, and fundraising events.

6.3 Events: Things to Consider
Chapters and Networks should consider a variety of things when planning an event, for example:

< establish a firm focus for the event
< avoid non-specific events
< utilise Alumni and/or faculty/school/division or industry partners as guest speakers, special guests
< involve Alumni of Significance
include current final year students where possible (helps to foster the Alumni culture)

timing of events

will an attendance fee be charged and how will the price affect attendance numbers

use of social media to advertise

### 6.4 Promotion of Alumni Events

The Central Alumni Office (CAO) in conjunction with chapters and networks and other stakeholders should ensure Alumni events are promoted and communicated to Alumni Community members in a professional and timely manner, ensuring the following:

- a minimum lead in time of four to six weeks is allowed for advertising
- that event invitations and other promotional materials are compliant with Deakin style guidelines and any other guidelines set down by the Deakin Alumni Community
- that a minimum of two emails, mail or other promotion is undertaken to members per event
- that the details of an event are communicated to the Central Alumni Office and placed in all relevant University online calendars, websites and publications

### 6.5 Events Promotion and External Entities

Where an Alumni event is held in conjunction with an external service provider, no logo or trademark of an external partner or provider shall be displayed on any Deakin website, invitation or other promotional material without the prior authorisation of Deakin University.

University partners or external service providers should be allowed to display promotional materials at Alumni Community event(s) when that event is sponsored by that particular partner or external service provider.

If you would like to discuss this issue further or wish to submit an application seeking permission to use the logo or name please contact the Deakin University Marketing Division via email identity@deakin.edu.au.

### 6.6 Promotions at Alumni Events

The Deakin Alumni Community and other University initiatives are to be promoted via the use of relevant promotional tools including banners, veils, relevant brochures and merchandise. During speeches or presentations Deakin Alumni Community or Chapter and Network initiatives are to be included where appropriate.

### 6.7 Timing of Alumni Events

Please consider the following when planning when to hold Alumni events:

- basing events around existing University business i.e.: faculty lecture series, graduations, DeakinWeek
- avoid holding events aimed at newly graduating students during exam, holiday and SWOTVAC periods
- avoid holding events over holiday periods or around June 30 if aimed at the business community
- early morning or evening events are often preferred to suit Alumni work and family commitments
6.8 Location of Alumni Events
Please consider the following when planning Alumni events:

> the distance the majority of members are required to travel to attend the event

> scheduling events on or in close proximity to Deakin Campuses of a particular course or year level - particularly for reunions

> scheduling events in a CBD location (if relevant to the Chapter)

6.9 Cost of Alumni Events
Chapters and networks may charge Alumni to attend events.

The following should be considered when planning Alumni events:

> what budget is required

> will members be charged to attend and is this amount affordable for the target group

> can chapter and network budgets cover the cost of the event

> can an industry partner or other source sponsor the event

> are there likely to be any hidden costs and how would these be paid

6.9.1 CAO Financial Assistance
The CAO at its discretion may sponsor an inaugural event of any newly created chapter or network from time to time to an amount it thinks fit. In-kind options may include on-campus room hire and parking.

To be considered for CAO event assistance, chapters and networks must apply in writing to the CAO at least 6 weeks prior to the event taking place. Written applications to the CAO must include the following information:

> purpose of the event and target audience

> itemised listing of all likely event expenses

> number of Alumni likely to be attending the event

> an outline of the synergy of the event with the goals of the University and the Deakin Alumni Community

> details of other funding assistance already or likely to be received from other sources e.g.: faculty, school industry, attendees etc

Chapters, networks and event attendees shall be otherwise responsible for the cost of events.

6.10 Focus of Alumni Events
The Central Alumni Office, chapters and interest groups should consider the following when planning Alumni events:

- linking the event to a central theme e.g.: guest speaker, professional development or other special occasion/topic i.e.: reunion
- avoid non-tailored events i.e.: ‘catch-up’ events
- faculty/school/industry partner contacts to identify speakers/presenters, special guests and topics of interest
- incorporate final semester/year students at events where possible to reinforce an Alumni culture
- consider (occasional) surveying of members to determine potential event focus areas

6.11 Insurance
In certain circumstances the activities of University volunteers may be covered by the University's corporate insurance policies.

All Chapters are advised to contact the Central Alumni Office prior to organising major events that make reference to the University, or involve University staff, or that use University facilities or premises to ensure all insurance requirements are in place.

6.12 Liability
Chapter committee members are not authorised agents of Deakin University or the Deakin Alumni Community and should not represent themselves as such at any time. No Chapter committee member may enter into any contract or arrangement on behalf of, or for the University.

The University is not in a position to provide legal advice to Chapters, whether in Australia or overseas. The Deakin Alumni Community encourages all Chapters to seek independent, local legal advice in their own locations before entering into contracts, incorporating or engaging in any activity which makes reference to, or involves the use of the University logo or name.

7. Deakin Alumni Community Services and Benefits

7.1 Communication Services
Monthly Electronic Newsletter - The Deakin Times
The Central Alumni Office will be responsible for producing a minimum 11 electronic newsletters each year for Alumni members. These newsletters at a should be used to promote to members; engagement opportunities, further study opportunities, Alumni profiles, University-wide events and developments, achievements of alumni and the Alumni community and its services.

These electronic newsletters will not be forwarded directly to Alumni members. When published, a pointer email will be sent to all Alumni informing them that a newsletter has been posted on the Alumni website and inviting them to visit the relevant web link to view and download. This method will allow tracking of Alumni communication and interaction with the University to assist the CAO with biannual archiving of inactive members and also in future communications planning.
These will be in addition to any publications produced by Chapters or Networks.
The Deakin Times will be published in the first week of every new month (with the exception of January).

**Hardcopy publication – Dmagazine**
The CAO will be responsible for funding and distributing annually a hardcopy Dmagazine to all contactable Alumni members.

**Chapter newsletters**
Chapter and networks may produce and distribute their own communications i.e.: newsletters or social media. The cost of any communication is the responsibility of the chapter or network.

Where newsletters are distributed, these should be produced and distributed 2-3 times per year at a minimum. It is recommended that newsletters be electronic. Chapter newsletters should be titled and not have a conflicting or like name to any other news service distributed by the University. Such newsletters should include things such as events summaries, profiles, Faculty/Division news and other Chapter and Network news updates.

**7.2 Internal and External Services**
All internal and external services and benefits will be sourced, maintained and reviewed by the CAO in conjunction with Chapters, faculties, schools and divisions where applicable.

All available services and benefits along with the service provider should be advertised via the central Alumni website.

**7.3 Career Mentoring Program**
This program will be offered and maintained by the CAO in conjunction with Division of Student Life, Careers and Employment Unit.

**7.4 Central Alumni Office Database Services**
The CAO maintains a central Alumni database on behalf of the University including all chapters and networks.

Database extracts will only be provided to staff employed by the University and can only be used for the purposes of carrying on University business.

In compliance with Commonwealth privacy legislation and to ensure the correct use of Alumni data, databases cannot be released to external entities or individual Alumni members in any form whatsoever.

**7.5 Central Alumni website**
The CAO will maintain a central University Alumni website on behalf of all chapters and networks. Chapters may in addition also maintain individual websites linked to the central website.

**8. Alumni Awards program**
8.1 Responsibility
The CAO will administer the annual Deakin Alumni Community Awards program in conjunction with the Vice Chancellor’s Prizes and Awards Committee and DAAC.

The administration and execution of the Awards is guided by the Alumni Awards procedure, which is a part of the University's Reward and Recognition Operational Policy (for a copy please contact the CAO).

8.2 Purpose of the Awards
The purpose of the Alumni Awards is to recognise, acknowledge and promote prominent, domestic and international Alumni who have achieved outstanding success in one of the following areas of service:

1. Service to their profession,
2. Service to the community and/or
3. Service to Deakin University

8.3 Award Categories
There will be two Alumni award categories:

1. Alumni of the Year Awards (for Alumni 30 years of age and over) and
2. Young Alumni of the Year Awards (for Alumni under 30 years of age)

8.4 Nomination Procedure and Selection Process
Alumni may self nominate or be nominated for an award. Applications will only be accepted on the application template and must be received by the due date (refer Alumni website).

Selection recommendations will be determined by DAAC. Award recipient recommendations will then be shortlisted and forwarded to the Vice-Chancellor’s Prizes and Awards Committee for ratification and final sign off by the Vice Chancellor.

8.5 Award Presentations
Award recipients will be honoured at a stand along Alumni Awards event to be held in October each year.

9. Alumni of Significance Register

9.1 Responsibility
The CAO shall have the responsibility of identifying high profile Deakin Alumni and maintaining an Alumni of Significance database and online nomination procedure of these Alumni.

9.2 Procedure for Nomination
The CAO shall determine whether an Alumnus will be included in the Alumni of interest database.
All nominations for inclusion into the Alumni of interest database shall be made directly to the Central Alumni Office, via the central Deakin University Alumni website nomination proforma at http://www.deakin.edu.au/alumni/alumni-of-interest/index.php.

Nominations can be made by any Deakin University staff member or Alumni member.

9.3 Alumni of Significance Criteria
An Alumni member will be included in the Alumni of interest database if that graduate:

- has demonstrated outstanding achievements in their profession, to the community and/or to Deakin University and/or
- Has been awarded an honourary degree from Deakin University and/or
- is a member of the Vice-Chancellor’s circle and/or
- is registered with Who's Who or other like medium and/or

10. Deakin Alumni Community Contacts

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Appendix 1: Deakin Alumni Community Structure
Appendix 2: Deakin Alumni Community Chapter/Network Structure

Deakin University

Faculty/School/Division

Chapter Executive

Chapter Committee

Faculty Alumni Co-ords

Central Alumni Office

External Relations

Chapter membership

Alumni Community membership