



## Griffith Business School Alumni Advisory Group Nomination form

The Alumni Advisory group of Griffith Business School provides guidance and support to the Griffith Business School Alumni network. All alumni of the Griffith Business School and its predecessor elements are eligible for membership of the Advisory group. Membership is limited to 20 alumni. Other members include staff of Griffith University.

Nominations should be made on this form, and submitted to:

Manager, Alumni (Business), Griffith Business School  
Nathan campus, Griffith University  
170 Kessels Road, Nathan QLD 4111, Australia

**Email:** [gbs-alumni@griffith.edu.au](mailto:gbs-alumni@griffith.edu.au)

**Telephone:** +61 7 3735 7648

### Nominee's details

*Please ensure you obtain nominee's permission before proceeding with this nomination*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Nominee supplementary information

Griffith Business School qualification: \_\_\_\_\_

Year obtained: \_\_\_\_\_

Name under which qualification was obtained: \_\_\_\_\_

### Nominee's current career details

Position: \_\_\_\_\_

Company / organisation: \_\_\_\_\_

Business address: \_\_\_\_\_

Business telephone: \_\_\_\_\_

Business email: \_\_\_\_\_

### Statements of support

- An optional statement of support may be provided.
- A copy of the nominee's most recent CV may also prove useful.

*Thank you for taking the time to nominate for the Griffith Business School Alumni Network Advisory Group.*



## Alumni Advisory Group member Volunteer position description

*Purpose: An Alumni Advisory Group member serves as a strategic thought leader, collaborator and catalyst for action to support the networks overriding goal (Mission statement).*

### Operating principles

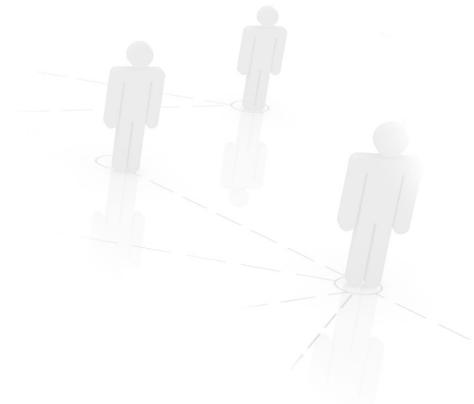
By accepting a position on the Griffith Business School Alumni Advisory Group, members are demonstrating their commitment to, and support of the Griffith Business School, its principles, aims and objectives (implicit in the Mission, Vision, Values and Strategic Objectives of the network). In accepting this commitment, members agree to fulfil the requirements of, actively participate in, and accept the responsibilities associated with membership.

### Advisory Group Members are expected to demonstrate commitment to:

- Serve as passionate advocates of alumni interests within the School and with its leadership.
- Solicit and proactively represent views of alumni on issues of interest and relevance to present and future alumni and friends of the School.
- Act as a bridge between alumni and the School, responding to evolving needs of both, while helping the School to build upon its competitive position.
- Serve as role models in their active involvement with the School and the alumni network.
- Promote the alumni network to create a culture of lifelong support and belonging.
- Advise and support the School in developing and enhancing programs, services and opportunities for alumni.
- Actively participate in the development and implementation of fundraising activities, such as generating financial and in-kind support through alumni and their networks, and assist in identifying alumni and firms that are capable of making a leadership gift.
- Make approaches to potential sponsors / partners on behalf of the Network.

### Core Responsibilities

- Identify, articulate and prioritise the issues, topics and challenges affecting the Alumni of Griffith Business School, from the perspective of a peer and Advisory Group member, informing strategic directions and providing input into Network development.
- Share experiences, expertise and contacts relevant, and of value to the Network.
- Strive to ensure commitment and adhesion to the Network's mission, vision, values and strategic objectives.
- Represent the interests of the Network and the Griffith Business School and act as an advocate for both, including active involvement in alumni/student events.
- Promote the networks events and activities, and membership in general.
- Identify and assist in sourcing other experts and knowledge leaders who can support the network in a variety of ways to expand the Alumni Network's reach and influence.
- Actively participate in meetings, conference calls, task teams and other activities to the fullest extent possible, including providing agenda items to the meetings as appropriate.
- Identify and propose topical areas suitable for events, activities, research and surveys.
- Complete an Advisory Group Member Self-Evaluation Form on an annual basis.
- Participate in setting annual priorities for the Alumni Network.
- Interact with GBSAN social media opportunities.



### Nominated Roles:

Each member nominates at least one role to undertake from the following:

- **Speaker seeker:** Assist in sourcing speakers for events and activities
- **Volunteer recruiter:** assist in identifying new volunteer leadership for the Alumni Network by suggesting candidates for the Advisory Group.
- **Outstanding Alumni seeker:** Assist in identifying high performing alumni for the purposes of Awards.
- **Graduate liaison:** Attend graduation ceremony receptions and interact with students who are graduating to encourage involvement in the network.
- **Sponsorships:** Assist in sourcing sponsorships for events and activities, including sourcing prizes and gifts for the same.

### Alumni Advisory Group Chair (additional responsibilities):

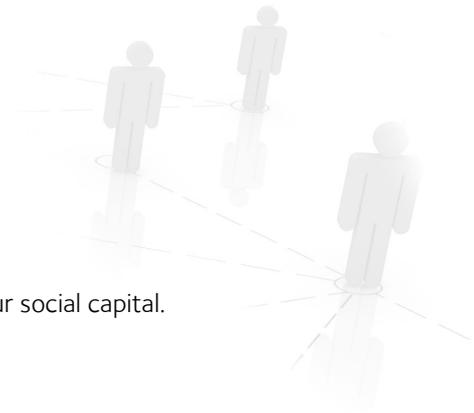
- Advocate for the interests of the Advisory Group within Griffith Business School.
- Provide strategic focus and leadership to the group relative to the interests represented by the Advisory Group.
- Serve as the team leader of the Advisory Group executive.
- Preside at meetings and conference calls of the Advisory Group.
- Assist in developing the agenda and keep meetings on track (follow agenda).
- Summarise the meeting and decisions.
- Calendar meeting dates.

### Time commitment:

- Two-year terms, renewable annually after that point.
- Attend at least 75% of Alumni Advisory Group meetings each year. The Advisory Group meets about four times per year, for approximately 1.5 hours.
- Attend annual Advisory Group get together (circumstances permitting).
- Participate in committees as may be convened to address specific issues.
- Respond to requests, via e-mail and phone, for feedback and input on a variety of items, such as speakers, fundraising, surveys etc.
- Attend at least two Alumni events/activities per annum.
- Attend the Annual Gala Dinner (circumstances permitting).

### Benefits:

- **Give back to the university:** Share your professional expertise, insights and experiences to develop emerging professionals.
- **Drive the Alumni Network and the Griffith Business School strategy:** Help guide the direction of the school and its alumni involvement and activities.
- **Work with your peers:** Experience and take full advantage of valuable networking opportunities.
- **Engage in strategic dialogue:** Through meetings, events and activities participate in robust discussions and help your fellow Advisory Group members and senior staff members identify and articulate trends that will shape the network and how it responds and capitalizes on the trends that are shaping Alumni Engagement and Development.
- **Focus on the GBS:** Participate knowing that Griffith Business School values your time and expertise.
- **Sharpen your leadership skills:** Participate in committee work and sharpen your business leadership skills in a supportive, non-work environment.



- **Prioritised VIP seating:** At all GBS Alumni Network events and activities.
- **Enhanced social capital:** boost your competitive advantage by building your social capital.

## **Griffith Business School Mission Statement**

Griffith Business School seeks to excel as a provider of high quality, cross-disciplinary and internationally relevant business and public policy education and research, emphasising the relationship between business and society in promoting sustainable enterprises and communities.

## **Alumni Network Mission Statement**

The mission of the Griffith Business School Alumni Network is to:

- Advance the mission and vision of the Griffith Business School through mutually beneficial relationships between the School, its alumni and friends.
- Provide professional and educational opportunities, social programs, services and benefits to meet the needs of alumni, future alumni and friends.

## **Vision**

The Griffith Business School Alumni Network will be a premium resource for alumni assisting them in the advancement of their professional lives and their roles in the communities through:

- Access to latest business research
- Connection to industry peers and leaders
- Contact with other alumni and their networks of leading practitioners.

## **Values**

GBS Alumni Network believes in:

- Recognising the value of every individual
- Promoting lifelong learning and its contribution to a better society
- Advocating positive leadership that influences changes for the better
- Encouraging innovation and creativity

## **Strategic Objectives**

The strategic objectives of the GBS Alumni Network are to:

- Provide lifelong support to GBS alumni in their business development and networks.
- Provide service to the community
- Enhance the reputation of the GBS and its alumni