



### Appointing an Alumni Officer

We have discussed the need for an Alumni Officer and whilst, as I understand, the College have been largely supportive on this, I don't believe we can wait any longer. Understandably, the College are going to be 100% focussed on survival and building a strong pupil base for the foreseeable future. Therefore, it is time to take matters into our own hands.

We know the problems of not just finding Volunteers but then moving them to action. So, I am moving towards paying someone to do the job.

In the current climate it should be easier to find someone part-time with the abilities we are seeking but must have some level of I.T. skills. A job description would need to be formulated and some suggested areas are shown below, but the most critical area has to be they are answerable to the Chairman and no-one else.

I'm not convinced that, even if a current member of Staff showed interest, they are the right person on the basis we fall into the same trap again of someone being too close to the fire and trying to serve 2 masters.

It is possible the Mother or Father of a current Pupil might be interested but as we don't have right of access to those Parents addresses, the School might be willing to send out a letter on our behalf which we can pay for? A quick alternative is local advertising, Job Centres or local Paper.

Remuneration has to be considered but a figure up to £3,000 i.e. £60 per week maybe appropriate for part-time. £3,000 p.a. is actually one third of what the website has cost us so far.

Perhaps even increased by £1,000 if they took responsibility for the OSA Shop which provides income to the OSA. To some applicants this could be tax free being below the tax threshold. Alistair would be best placed to advise on this as he deals with PAYE on a daily basis.

Most of the work can be home based but they would need to liaise with the College at various times to arrange, Catering needs, access needs for Visitors when allowed, receipt of subs and other admin needs that maybe appropriate. Whilst Office based at the College might be desirable, I don't think it is necessary providing channels of communications are open.

I have given this a great deal of thought and cannot see a viable alternative if we are to be an effective organisation and valued for the benefit of current and future Alumni and in time, the College itself. We can do so much more. We just have to take steps now to ensure our viability and effectiveness moving forward.

#### Areas of Responsibility:

##### 1). Communications.

- a). Regular Newsletters (at least 4 times a year) Updates to Social media as appropriate. Access to bulk email system as required.
- b). Acknowledgment of incoming emails to the OSA email address and postal items sent in by Old Boys.
- c). Forwarding to Committee Member for any action necessary.

##### 2). Website

- a). Assisting in posting material to the OSA Website.
- b). Adding new Pupils to the OSA Database. (This requires liaison with the College Accounts Office.) Ticking the box to indicate subs paid. Ensuring Members email addresses are recorded from their application forms.

### 3). Liaison

- a). Liaising with various College Departments as needed to organise Events. i.e. School Tours; Catering; Licences etc
- b). Booking Venues for outside events i.e. Spa for the Ball.
- c). Attendance at Committee Meetings would be desirable.
- d). Applicant responsible to Chairman only.\*\*

\*\* I am not looking to push more on to the Chairman but I think it has to be someone local and reliable. Hopefully, once the applicant knows what to do and how, any need for supervision should diminish.

I am sure you can add other areas, but this is just off the top of my head but if the Shop was included then that is an area that would need attention in terms of responsibilities but would retain the overall operation under the OSA totally.

Jl

12 October 2020