



Fraser High School Alumni & Friends Alumni Advisory Group Operational Rules & Structure

1.0 Introduction

At the 2018 AGM of the Fraser Tech Past Pupils Assn. it was agreed that the organisation was no longer relevant to meeting the needs of the Past Pupils or its support of Fraser High School and that a new structure and strategic plan to establish a School Alumni Organisation should be supported.

Within this plan the school agreed responsibility for significant portions of the administration of these matters and incorporated the Alumni & Friends Strategic Plan into its overall school structure/plan. Alumni form a governance role, as an Advisory Group, reporting to the Board of Trustees and working to fulfil the vision of the Plan.

This Operational Rules and Structure document details this working relationships, roles and responsibilities within, election and reporting processes and levels of financial management.

It is important to recognise Fraser High School rich heritage which is linked to its first 50 years, 1920 – 1969, as Hamilton Technical College, based in central Hamilton. The move to Ellicott Rd, and adoption of long-term principal. Whampoa Fraser name, occurred in 1970.

2.0 Name of Body:

Fraser High School Alumni Advisory Group (FHSAAG)

3.0 Address:

C/- Fraser High School. Ellicott Rd, Hamilton 3200

4.0 Legal Status:

The FHSAAG operates as a sub-committee of the Board of Trustees, (BOT), and as such has no independent legal status. However, much like Sports Clubs within schools, it will operate with a degree of autonomy in keeping with the fulfilment of its objectives and its role representing Alumni and supporting the current aspirations of the school. It exists to support, define and help drive the continuity of the core values of the school.

5.0 Objectives:

- 5.1 To connect Past Pupils to the school and each other in a meaningful manner.
- 5.2 To support the School to fulfil their mission and purpose, especially as relates to mentoring, work experience, employment and fundraising
- 5.3 To generate positive goodwill and 'mana' for the school in the community.

6.0 Membership definition - Alumni and Friends:

Members of the Fraser High School Alumni & Friends are defined as:

- 6.1 Any past pupil of the school who may have attend the school for any period.
- 6.2 Past Teachers, who may have been employed, or are currently employed, at the school for any period.
- 6.3 Administration and Support Staff who may have been employed, or are currently employed, at the school for any period.
- 6.4 Parents or caregivers of current or former students who identify with the school and the objectives of the FHSAAG.

7.0 *Alumni Records/Register*

- 7.1 A database of Alumni and Friends will be established, managed by the FHSAAG secretary, using appropriate software, as per the Strategic Plan.
- 7.2 Current Students will be added to the database upon leaving School and strategies put in place to capture contact information on past pupils.
- 7.3 Records will be maintained in keeping with both School and legal requirements for privacy.

8.0 *Membership of the Advisory Group:*

- 8.1 Ideally the Advisory Group should reflect the Alumni of the school with a mix of ages, genders and cultural diversity, plus skill set to achieve the set objectives.
- 8.2 A member of the BOT, or equivalent, must be included to ensure a strong school/Advisory Group partnership. The School Principal would, by default, be a member of the group.
- 8.3 The group should have at least six members, with a maximum of 10 to ensure operational efficiency.
- 8.4 The Group will be established/confirmed in February of each year, with invitation to join communicated to Alumni & Friends via the Social Media and Web channels available to the FHSAAG.
- 8.5 Should more than 10 people wish to join the Advisory Group a vote will be held via the Alumni & Friends Facebook page, or equivalent.
- 8.6 The Advisory Group, at its discretion, has the right to co-opt other members for specific projects or to fulfil identified needs
- 8.7 There is no maximum term for membership.
- 8.8 The Group will elect a Chairperson, to help coordinate initiatives and meetings and act as a liaison person with the BOT.
- 8.9 A quorum representing at least 60% of the group must be present to pass any resolution.

9.0 *Administration and Secretarial Services*

- 9.1 Secretarial services will be fulfilled by an administration staff member, as directed to fulfil this role by the Executive Officer of the School.
- 9.2 The secretary will be the core 'worker' fulfilling the actions required to complete the designated tasks within the Strategic Plan.
- 9.3 In keeping with the plan, current students and Advisory Group members will be used to support and assist with these tasks.
- 9.4 The secretary will co-ordinate meeting; Agendas, Minutes and Notices, plus maintain core communication functions, be they direct, via social media or websites.
- 9.5 Meetings will be held regularly, as defined by the Advisory Group Members, with minutes publicised for all Alumni & Friends to view.

10.0 *Finance*

- 10.1 It is acknowledged that seeding finance for the FHSAAG has been provided by the Fraser High School Past Pupils Association and monies that they had on account at the time of the dissolution. Initially these

funds were used to purchase the software and training required to operate the Alumni & Friends database as well as to fund deposits for the 2020 School Reunion.

- 10.2 All funds will be held in a separate school account, managed by the School's Executive Officer.
- 10.3 Funds raised and dispensed will be presented at each Advisory Group meeting, with authorisation for expenditure and responsibility for fundraising exclusively held by this group.
- 10.4 In keeping with the objectives of the Alumni & Friends monies will be raised to further the key objectives. The Group will be very open to receive funding requests, via the BOT, for goods and services, programmes and initiatives it requires support for.
- 10.5 In keeping with Audit, and/or review, periods for the school, the FHSAAG finances should also be audited.
- 10.6 Future developments, especially as relates to the establishment of a Foundation, will be progressed in partnership with the School, but with responsibility for fundraising and the expenditure of these funds resting solely with the Alumni Advisory Group.

11.0 *Disputes*

- 11.1 Should any disputes exist between the FHSAAG, its members or the BOT the parties shall meet together in good faith and endeavour to resolve these differences.
- 11.2 Should this not resolve the dispute then the parties agree that a member of the Law Society (LDR) shall adjudicate and make the binding resolution decision.