



University College Cork International Alumni Leaders

A Handbook for Volunteers

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University College Cork

University College Cork (UCC) is a comprehensive research-based globally oriented university with over 26,000 students, 3,500 staff and over 220,000 alumni worldwide. The student body includes 5,000 international students from more than 120 countries worldwide. Ranked in the top 250 universities in the world in the QS Rankings, UCC has a far-reaching impact that extends well beyond its campus.

A Brief History of the University

UCC was established in 1845 as one of three Queen's Colleges at Cork, Galway and Belfast. These new colleges were founded in the reign of Queen Victoria and named after her. Queen's College Cork (QCC) provided access to higher education in the Irish province of Munster. The site chosen for the new college was dramatic and picturesque, on the edge of a limestone bluff overlooking the River Lee. In November 1849, QCC opened its doors to a small group of 115 students after a glittering inaugural ceremony in the Aula Maxima, which is still the symbolic and ceremonial heart of the university. From 1850, QCC was part of the Queen's University of Ireland and, from the 1880s, of the Royal University of Ireland. By the beginning of the twentieth century it was clear that higher education in Ireland required a new arrangement to permit the next stages of development. That change came in 1908 through the National University of Ireland (NUI), of which the former QCC, now University College Cork (UCC), is a founding member. Since 1908, UCC has grown from 115 students to over 26,000, from one building to dozens, from less than 20 staff to more than 3,500. Since 1997, UCC has become a university in its own right within the NUI, retaining the UCC name as part of its heritage of learning since 1845.

UCC Vision

UCC connects and empowers people to create knowledge that shapes a sustainable and inclusive world.

UCC Mission

UCC's mission is to create and sustain an inclusive environment and culture to enable transformative research and learning for the enrichment of society and stewardship of our planet.

UCC Values

The core values of UCC guide everyday behaviours and decision-making. They are:

Compassion

Agility

Integrity

Respect

Discovery

Equity

Accountability

Sustainability

The values of UCC are represented in the mnemonic CAIRDEAS, the Irish for 'friendship'.

UCC Advancement Office

The Advancement Office fosters lifelong relationships between the university and its alumni. We run an annual events and communications programme. We organise networking events in Ireland and abroad and we help class groups to plan their class reunions. We are also responsible for raising funds which will sustain UCC into the future. We encourage alumni to continue to interact with UCC and with one another after graduation. Our aim is to strengthen UCC connections and to share the achievements of UCC and its alumni.

Alumni of UCC

The student population at University College Cork has increased significantly over the years. In 1980 there were five thousand students enrolled at UCC, by 1990 that figure had risen to seven thousand and, by the year 2000, UCC students numbered twelve thousand. Today there are over twenty-six thousand students registered at the university. As the student population expands, so too does the graduate diaspora. There are currently over 220,000 UCC alumni around the world.

UCC alumni occupy positions of influence in the fields of industry, commerce, the arts, science, medicine, dentistry, engineering, law, academia, the media, and public administration. They are ambassadors for the university at home and abroad, building its reputation as a centre of academic excellence through their achievements. The definition of alumni follows that of CASE Europe, the sector body for alumni and development. “Graduates of the institution and others with a prior academic relationship, including non-graduates, certificate and credential holders, distance learners, lifelong learners, residents, post-docs, honorary degree recipients and honorary alumni.” A “tradition of independent thinking” permeates many aspects of UCC. UCC alumni manifest this spirit in myriad ways, flying the flag for the university wherever they go.



UCC's International Alumni Network

In a world where interpersonal relationships are essential to success, it has become increasingly important to develop and maintain a network of contacts. The UCC alumni network comprises individuals from all walks of life, living and working in all parts of the world. The range of knowledge and skills within this community are hugely valuable.



The UCC diaspora of over 220,000 alumni spans six continents. To support alumni in building and maintaining lifelong relationships with one another, and with the university, the Advancement Office is developing a network of voluntary International Alumni Leaders who collaborate closely with UCC.

International Alumni Leaders volunteer either individually or as part of a committee, depending on the size of the local UCC alumni community. (Committees are typically set up in cities with more than 1,000 UCC alumni.)

International Alumni Leaders are the primary point of contact for UCC, and for other alumni, in the areas in which they are based. They collaborate closely with the Advancement Office, providing a social and professional network for their communities and assisting UCC in the organisation of events and activities for alumni. UCC's International Alumni Leaders are ambassadors for UCC throughout the world.

Become an International Alumni Leader

Alumni who wish to volunteer as an International Alumni Leader are asked to contact the Advancement Office in the first instance on alumni@ucc.ie. A meeting will be scheduled with interested volunteers to assess the feasibility of establishing a committee, or appointing an individual representative, in their area. The initial step will be to determine the size of the alumni population in the region.

The Advancement Office will provide guidance on the requirements of the role. Interested volunteers will be asked to complete a short application form. The Advancement Office's leadership team will review applications on a regular basis to determine if a new position can be established in a particular area. Applicants will be notified of the decision of the leadership team by the Advancement Office. If it is decided that a new position can be established, the International Alumni Leader will be asked to provide a set of details for inclusion Advancement Office's website. International Alumni Leaders work closely with the Advancement Office on all initiatives relating to their role as volunteers.



Role of International Alumni Leaders

International Alumni Leaders provide voluntary support to UCC, through the Advancement Office, by engaging with the UCC alumni communities in their areas in a variety of ways. They act as the primary point of contact for alumni moving to their cities or regions.

They provide assistance, whenever possible, with questions about life in their district. On occasion they may be asked to meet with visiting members of UCC faculty and staff. International Alumni Leaders may also decide to coordinate informal activities for alumni in their areas, such as restaurant visits or cultural outings.



Whenever UCC is organising a major event in their area, International Alumni Leaders will be asked to support the event management team in the Advancement Office. This support may include assisting the Advancement Office in the identification of suitable venues and helping to promote the event to their local networks.

International Alumni Leaders aim to provide a social and professional network for UCC communities in their areas. If International Alumni Representatives wish to organise an initiative in their area, they are asked to contact the Advancement Office to discuss plans and requirements. When feasible, the Advancement Office will assist by notifying local alumni of any initiatives proposed by International Alumni Leaders. These initiatives will be designed to bring alumni together in the name of UCC.

International Alumni Leaders may wish to establish an official Alumni Club in their region. The Advancement Office will provide alumni who wish to set up a Club with specific guidelines relating to forming a Club, including a template Constitution.

Mission of International Alumni Leaders

International Alumni Leaders can support their alma mater in many ways. As UCC's international alumni communities expand and develop, Leaders may wish to further the work of the university through a variety of initiatives. These include, but are not limited to:

- Representing UCC in a city or region.
- Providing a social and professional network for UCC alumni in various regions.
- Acting as a point of contact for UCC alumni who are new to a city or region.
- Liaising with UCC on international alumni initiatives.
- Supporting international events managed by UCC.
- Facilitating placements for UCC undergraduates.
- Facilitating employment opportunities for UCC alumni.
- Facilitating international student recruitment for UCC.
- Identifying research and other industry partnership opportunities for UCC.
- Providing philanthropic support for UCC.



Getting Started

Alumni who would like to volunteer as an International Alumni Leader in their region are asked to contact the Advancement Office by emailing alumni@ucc.ie.

Operational Guidelines

Communications

All International Alumni Leaders will be listed on the Advancement pages of UCC's website with a link to their LinkedIn profile. This will enable members of their constituencies to connect with them directly.

Data Protection

The Advancement Office maintains a database of contact details for UCC alumni and friends. Under GDPR, contact details cannot be shared with volunteers without the consent of the data subjects so when a volunteer would like to organise an event or activity, the Advancement Office will notify alumni, on behalf of the volunteer, and will invite alumni to connect directly with the organisers should they wish to.

Over time, alumni in various regions may voluntarily provide their contact details to International Alumni Leaders. If this occurs, any volunteers who are developing or handling contact lists are asked to review data protection legislation in their jurisdictions and to manage these contact lists in accordance with local legislation. Any distribution lists collated by volunteers should be used only for group-related purposes. Lists should not be shared with third parties. International Alumni Leaders are asked to familiarise themselves with [UCC's data protection policy](#).

It is strongly recommended that volunteers do not create contact lists at local level. The Advancement Office can send communications on behalf of volunteers through our alumni communications system, an interactive platform which is GDPR compliant. The Advancement Office is continuously updating alumni records and can share updates from local volunteers with groups of alumni in different regions.

Social Media

Some volunteers have established groups on social media to engage directly with their alumni communities and to keep people informed of upcoming events and activities. This can be a great way to connect with alumni and build a sense of community. UCC asks any International Alumni Leaders who are responsible for establishing UCC club, chapter or group social media sites to use these forums in a responsible manner, having due regard to the rights and reputation of UCC and of others. UCC also asks any volunteers establishing and/or involved in the running of club, chapter or group sites to familiarise themselves with [UCC's social media policy and other IT policies and procedures](#).

International Alumni Leaders who establish and/or are involved in the running of social media sites and websites associated with UCC are asked to include the following wording on their social media channels and websites:

“This site is established and operated by a [Chapter/Club/Group] of University College Cork. Statements made and opinions expressed on social media sites and websites established and operated by Chapters/Clubs/Groups of University College Cork are strictly those of the relevant authors and not University College Cork – (“THE UNIVERSITY”). THE UNIVERSITY does not preview, monitor, approve or endorse the contents of such sites, and accordingly does not accept responsibility for the material contained in, or links connected to these sites and disclaims any liability for any loss, damage or harm occasioned by the contents of such sites.”

Event and Activity Management

Events and activities are a great way to strengthen the connection with alumni, build social and professional networks and highlight the successes of the university, its students and its alumni. When organising an event or activity, volunteers are required to inform the Advancement Office of their plans. When planning an event or activity, volunteers may wish to consider the broad strategic aims of the university which are: to generate loyalty and goodwill amongst alumni, to enhance the university's reputation internationally, to engage with local and regional organisations to promote the university and to build connections which will help the university raise support and funding for key initiatives.

The Advancement Office will help volunteers with ideas and suggestions to optimise their events and activities and can also help promote events and activities to alumni. Volunteers are encouraged to consider ideas which will attract the interest of the local alumni community.

The next section outlines a number of guidelines and protocols for the various types of events and activities which volunteers may wish to organise. (Volunteers are asked to consider UCC's vision, mission and values when organising events and to discuss ideas with the Advancement Office. Please note that in exceptional circumstances, UCC may reserve the right to withhold the association of its name with an event or activity.)



Event/Activity Guidelines and Protocols

As a community, alumni enjoy gathering in groups, small and large. Any events and activities organised by volunteers must be at an appropriate scale and must be held in an appropriate venue or location. A risk assessment must be undertaken in advance to ensure the event plan is fully compliant with local health and safety guidelines and legislation. It is also important to ensure the venue at which the event will be held carries public liability insurance or an appropriate insurance. Please see the specific section on insurance requirements for further details. The following are examples of events and activities which volunteers may wish to consider.

- **Informal get-togethers:**

Volunteers may wish to organise small informal gatherings for groups of alumni. This might be a weekend brunch at a local restaurant, a visit to an art gallery or a trip to the theatre. All such outings should be organised in accordance with public health and safety guidelines.

- **Civic-spirited initiatives:**

Volunteers may wish to seek out opportunities where UCC alumni can lend their expertise, their support, their time and their talents in the pursuit of a just and sustainable world, inviting alumni in their local communities to jointly participate in civic-spirited activities. Many towns and cities actively seek volunteers to assist with causes such as conservation of the environment, adult education, services for immigrants and refugees, the alleviation of hunger and homelessness as well as programmes in the areas of arts and culture. Alumni may wish to volunteer together under the banner of the university.

- **Hosted receptions:**

In some instances, locally based alumni may be in a position to host a networking reception at their workplace or organisation. Some companies facilitate employees to host such gatherings and it may be possible for a small

reception to be organised which aligns with health and safety guidelines.

- **Virtual events:**

Volunteers may wish to organise virtual events for alumni to build a sense of community. These events may take many forms. Volunteers may wish to invite a speaker from the alumni community or from UCC. These types of events can be formal or informal, with either a professional or social slant. Breakout rooms provide an opportunity for people to meet with others.

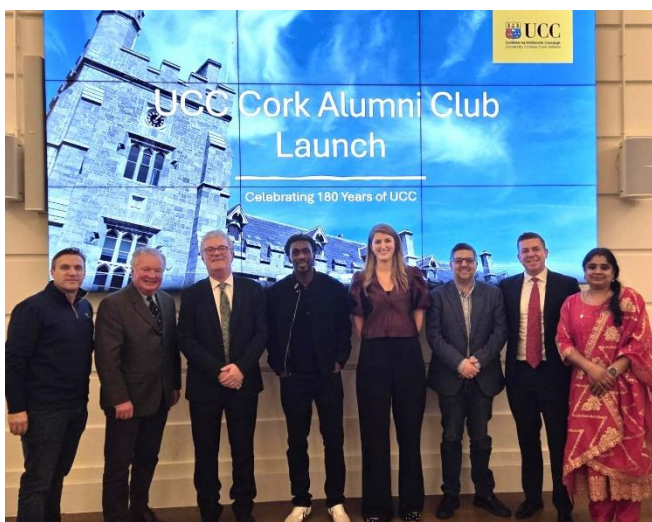
Risk Assessment

Volunteers are required to complete a risk assessment for all events and activities which they are organising and to submit this to the Advancement Office at least four weeks prior to the commencement of the event or activity for small events (fewer than 30 attendees) and eight weeks prior for large events (30 or more attendees). A link to the risk assessment template for events and activities is provided in the appendix. The Advancement Office also coordinates a programme of formal events and receptions in global locations. These anchor events are organised and managed by the Advancement Office. The support of local volunteers in helping to promote these events will be appreciated.



Budget

Clubs, chapters and groups are largely self-sufficient. UCC recognises that International Alumni Leaders may incur small incidental costs from time to time for the running of club/chapter/group activities. To enable volunteers to serve the needs of their alumni communities, UCC will assist, when possible, with providing a small amount of funding for catering, prizes, merchandise or event collateral. The budget will be administered by the Advancement Office. Volunteers are asked to submit requests for funding a minimum of three months in advance of any forthcoming expenditure. Please note that funding cannot be guaranteed and may not always be available.



Insurance

Volunteers are asked to verify that any venues in which alumni events and activities will be held carry public liability or appropriate insurance (e.g. commercial general liability insurance in the US). Volunteers are also asked to verify that any organisations they may be partnering with, or supporting, carry public liability or appropriate insurance.

If an event/activity is being organised by an official UCC Alumni Club, the Club may need to obtain public liability insurance of its own. Advice should be sought on this at a local level by the Club. Please refer to the

documentation available for Alumni Clubs in this regard. You can request a copy of the Alumni Club template Constitution and associated memo from alumni@ucc.ie.

Photography

If photographs will be taken at an event or activity, and will be used for promotional purposes later (e.g. to share with attendees via social media), please place a sign in a prominent position at the event which states the following:

Photography In Process:

Please note that photography is taking place at this event for promotional and archival purposes. The photographs are likely to appear on our website, <https://alumni.ucc.ie>, and on social media. If you would prefer not to be photographed, please let the photographer know.

For further information contact: [Name and contact details of the event organiser/representative at the event].

If you have any questions relating to data protection, please contact UCC's Data Protection Officer: gdpr@ucc.ie.



Introducing UCC Alumni Clubs

Under UCC's [Stakeholder Engagement Plan](#), it is envisaged that many UCC Alumni Chapters will become UCC Alumni Clubs in the future. UCC Alumni Clubs will be independent entities. They will be self-financing and will have responsibility for the management of Club finances, data and insurance. To support the transition of UCC Alumni Chapters to UCC Alumni Clubs, a new Constitution has been developed which Club Officers may use as a template for the establishment of Alumni Clubs in their regions.



The Constitution template provides guidance in relation to Club management and processes. It sets out the purpose and duties of UCC Alumni Clubs and defines membership eligibility. It also sets out the Club Officer roles required for a UCC Alumni Club. The template Constitution outlines operating procedures for meetings, annual general meetings and extraordinary general meetings.

UCC Alumni Clubs outside of Ireland may need to get their own legal and tax advice to ensure that the structure they establish for their UCC Alumni Club is legal and tax efficient in that country. Before a UCC Alumni Club hosts any events, it may need to obtain public liability insurance of its own, so advice should be sought on this in addition to legal and tax advice.

UCC Alumni Clubs will have a dedicated contact within the Advancement Office to address any queries that may arise, and to support them in their activities. The

Advancement Office will provide assistance with promoting the events and activities of UCC Alumni Clubs and can also provide a GDPR-compliant event registration service for UCC Alumni Clubs.

Fundraising for UCC

International Alumni Leaders are also asked to consider ways in which philanthropic support for the university can be secured. This could be by organizing fundraising initiatives or by facilitating connections with organisations, trusts, foundations or individuals who may be interested in supporting the University. Please visit [our website](#) for further information. If an individual or group of International Alumni Leaders would like to initiate a fundraising drive for the university, we can provide advice, support, donation forms, online donation links and project brochures. For further information please email alumni@ucc.ie.



The Future: A New Vision for the Global Network of UCC Alumni

UCC's Commitment to Sustainability

UCC is ranked as one of the leading universities internationally working towards creating a sustainable world. UCC aims to achieve significant targets including becoming a zero-waste campus by 2030 and a carbon neutral campus by 2040. In addition to these targets, UCC has a role in inspiring and leading change in the area of sustainability.

UCC is actively integrating the teaching of the United Nations' Sustainable Development Goals (SDGs) into its curricula. A transdisciplinary approach is enabling the linking of all aspects of teaching and learning through the common thread of sustainable development. UCC aims to develop the knowledge and skills necessary for students to become action-oriented global citizens, empowered to meet the challenges of a rapidly changing world in both their professional and personal lives.

SUSTAINABLE DEVELOPMENT GOALS



Working towards a Sustainable Future

Throughout the UCC alumni community, there are many individuals currently working towards global sustainability. With the development and expansion of the international alumni network, there is much that can be achieved. International Alumni Leaders, in collaboration with local alumni communities, have the collective power to support, promote and strive to meet the UN's Sustainable Development Goals. In partnership with the UCC community of staff and students, UCC alumni can answer the UN's "universal call to action to end poverty, protect the planet and improve the lives and prospects of everyone, everywhere."

The UN Secretary-General has called on all sectors of society to mobilize for a decade of action (2020 – 2030). A key element of this approach relies on "people action." UCC is calling on all members of its global community to support the UN in this goal.

UCC alumni are the university's largest stakeholder constituency. Working together, the global alumni community has the potential to be a powerful force for positive change in our world.

The Advancement Office will work with International Alumni Leaders to identify opportunities in their areas and regions which can be supported by the international alumni network. We encourage leaders and volunteers to actively seek out opportunities where UCC alumni can lend their expertise, their support, their time and their talents in the pursuit of a just and sustainable world.



Summary

International Alumni Leaders provide a point of connection for the university's many alumni. We hope that the expanding network will be a valuable resource, both socially and professionally, for our alumni community. Thank you to all our alumni volunteers who are flying the flag for UCC around the world!



Appendix

Useful Links

- [Advancement Office](#)
 - [International Network](#)
 - [Alumni Events](#)
 - [Data Protection](#)
 - [Alumni and Supporters Data Protection Notice](#)
 - [Web and Social Media Policy](#)
 - [Privacy Statement](#)
 - [Risk Assessment for Events and Activities](#)
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For more information, please contact:

Advancement Office, University College Cork

2.12 Western Gateway Building, Western Road, Cork T12 XF62

E: alumni@ucc.ie

W: <https://alumni.ucc.ie>