

# Alumni and Development

CONNECTING YOU



**University College Cork**  
**Alumni Chapters, Representatives, Clubs and Groups**

**A Handbook for Volunteers**

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## University College Cork

### A Brief History of UCC

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. On 7 November 1849, QCC opened its doors to a small group of 115 students after a glittering inaugural ceremony in the Aula Maxima (Great Hall), 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, however, 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 22,000, from one building to dozens, from less than 20 staff to more than 3,000 today. 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.

### Alumni and Development at UCC

The office of Alumni and Development at UCC is committed to developing lifelong relationships between the university and its alumni. The Alumni and Development team runs an annual events and communications programme, designed to serve the needs of the alumni community. 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 the University into the future.

We encourage our alumni to continue to interact with the University and with one another after graduation.

Over the coming years our aim is to establish an ongoing dialogue with our alumni, sharing and celebrating all that has been, and will be, achieved by the university and its alumni.



### Vision

To be a leading Alumni and Development office, recognised for our excellence in lifelong engagement with alumni, students, donors and friends.

### Mission

Our Mission is to foster life-long relationships by engaging alumni, students, donors and friends with the university and with each other, so as to encourage philanthropic and volunteer support that will advance the overall mission of University College Cork.



## Values

- Respect - for each other and all with whom we engage on behalf of the university.
- Honesty - in our interactions with each other and with UCC's internal and external stakeholders.
- Accountability - to UCC, to donors and to all regulatory bodies.
- Perseverance - in our work so as to maximize our effectiveness.
- Balance - in our work and personal lives to ensure happiness and satisfaction.
- Engagement - we foster fruitful and productive relationships and a sense of community.

## 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-two thousand students registered at the university. As the student population expands, so too does the graduate diaspora. There are some 200,000 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 personal 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. Our alumni manifest this spirit in myriad ways, flying the flag for UCC wherever they go.

## UCC Alumni Board

The [UCC Alumni Board](#) is an advisory committee to UCC and the representative body for UCC alumni around the world. It acts to support the Alumni and Development office in the furtherance of UCC's mission and strategic plan.



## UCC Alumni Chapters, Representatives, Clubs and Groups

The UCC diaspora of over 200,000 alumni spans six continents. To support alumni in building and maintaining lifelong relationships with one another and with the university, the office of Alumni and Development and UCC Alumni Board actively support a global network of alumni Chapters, Representatives, Clubs and Groups.

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. UCC is currently developing the alumni network around the world and encourages its alumni to become active members of this community.

Over the years, members of the alumni community have formed associations to connect with others in the regions in which they are based, and/or to connect with others based on shared interests. These networks fall under two main categories:

- **UCC's International Network**  
Chapters and Representatives in a variety of geographical regions unite alumni living in different parts of the world.

### **Boston**

[Find out more](#)

### **China**

[Find out more](#)

### **Dublin**

[Find out more](#)

### **London**

[Find out more](#)

### **New York**

[Find out more](#)

- **UCC's Affinity Network**  
Clubs and Groups formed through a shared interest, such as a sporting, academic, professional or cultural affiliation.

## **UCC's International Network: Alumni Chapters and Representatives**

To strengthen the international network, Alumni and Development supports the establishment of Chapters in cities with a population of over 1,000 UCC alumni. Chapters are led by locally-based committees of alumni.

There are also many cities and regions with smaller communities of UCC alumni. To support connectivity with alumni in these areas, Alumni and Development

is establishing a network of individual International Representatives.

Chapter Leaders and International Representatives are locally-based and collaborate closely with Alumni and Development to support alumni in their area. As volunteers, they are ambassadors for UCC. They are highly valued members of the alumni community.

## **Role of Alumni Chapters and Representatives**

Chapter Leaders and International Representatives act as the primary point of contact for alumni moving to their area. 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. Chapter Leaders and International Representatives may also decide to co-ordinate informal activities for alumni in their area such as restaurant visits or cultural outings.

From time to time, Chapter Leaders and International Representatives will also be asked to support UCC events taking place in their region, assisting Alumni and Development in the identification of suitable venues and helping to promote UCC events to their local network.

Chapter Leaders and International Representatives will aim to provide a social and professional network for UCC communities in their areas. Alumni and Development will assist in notifying local alumni of any initiatives proposed by alumni volunteers. These initiatives will be designed to bring alumni together in the name of UCC.

## **UCC's Affinity Network: Alumni Clubs and Groups**

In addition to the global network, UCC can support networks of alumni who would like to form an association based on a common area of interest such as a sporting, academic, professional or cultural affiliation. The university has a diverse alumni population with broad-ranging interests. We will help alumni connect with others who share their

enthusiasms and passions through the establishment of a UCC Club or Group.

Club and Group Leaders collaborate closely with Alumni and Development. As volunteers, they are ambassadors for UCC. They are highly valued members of the alumni community.

### Role of Alumni Clubs and Groups

Club and Group Leaders manage networks of alumni who wish to form associations based on a shared interest. The role of Alumni Clubs and Groups will be determined based on the core activity of the network. Alumni and Development will assist Clubs and Groups in the promotion of their activities and events.

### Establishing a UCC Alumni Chapter, Club or Group or Volunteering as a Representative

Alumni who wish to establish a Chapter, Club or Group or to volunteer as an International Representative in their region are asked to contact the office of Alumni and Development in the first instance. Requests will be reviewed at the next scheduled meeting of the Alumni Board. Applicants will be notified of the Board's decision in relation to their request and will be advised by the office of Alumni and Development of the next steps. Chapters, Clubs, Groups and International Representatives will operate with a large degree of autonomy and will also receive support from Alumni and Development.

### Mission of UCC Alumni Chapters, Representatives, Clubs and Groups

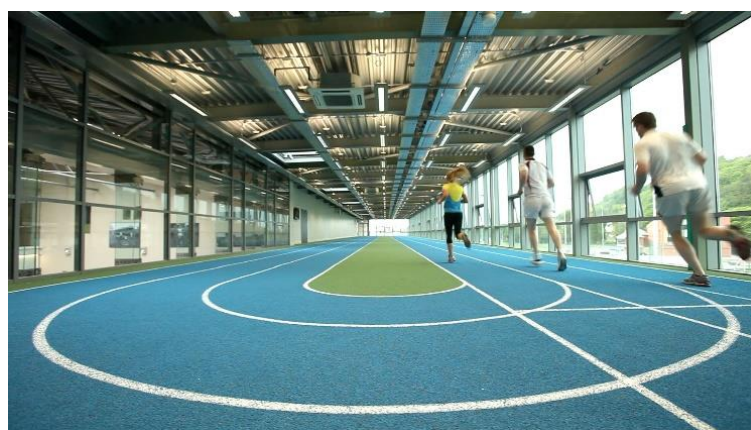
Chapters, Representatives, Clubs and Groups facilitate connections between alumni in different locations and across different areas of interest. As the various networks expand and develop, leaders may wish to also consider ways in which they can further the work of the university. Chapters, Clubs, Groups and

International Representatives can support their alma mater in many ways. These include, but are not limited to:

- Representing UCC in a region, a profession, a sport or an area of interest.
- Providing a social and professional network for UCC alumni.
- Acting as a point of contact for UCC alumni new to a group.
- 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 set up a UCC Alumni Chapter, Club or Group or who would like to volunteer as an International Representative in their city or region are asked to contact the office of Alumni and Development by emailing [alumni@ucc.ie](mailto:alumni@ucc.ie).





## Operational Guidelines for UCC Alumni Chapters, Representatives, Clubs and Groups

### Communications

Every Chapter, Club, Group and International Representative will be provided with a forum on UCC Alumni Online which will enable them to communicate with the members of their network.

All volunteers will be listed on the website of Alumni and Development with a link to their LinkedIn profile. This will enable members of their constituencies to connect with them directly should they wish to.

### Data Protection

Alumni and Development maintains a database of contact details for UCC alumni and friends. Under GDPR, contact details cannot be shared with committees or representatives without the consent of the data subjects so when a committee or representative would like to organise an event or activity, Alumni and Development will notify alumni, on behalf of the committee or representative, and will invite alumni to connect directly with the organisers should they wish to attend.

Over time, alumni in various regions may voluntarily provide their contact details to alumni committees and representatives. If this occurs, any committees or representatives 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 Chapters, Clubs, Groups or International Representatives should be used only for group-related purposes. Lists should not be shared with third parties. Alumni committee members and representatives 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. Alumni and

Development can send communications on behalf of volunteers through UCC Alumni Online, an interactive platform which is GDPR compliant. Alumni and Development actively maintains a database of contact details for alumni around the world and can transmit information on behalf of volunteers.



### Social Media

A number of Chapters, Clubs and Groups have established groups on social media such as Facebook and Twitter to engage directly with their alumni communities and to keep their members informed of upcoming events. This can be a great way to connect with alumni and build a sense of community. UCC asks any volunteers who are responsible for establishing UCC Chapter, Club 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 committee members establishing and/or involved in the running of Chapter, Club or Group sites to familiarise themselves with [UCC's social media policy and other IT policies and procedures](#).

Committee members who establish and/or are involved in the running of social media sites and websites associated with UCC Chapters are asked to include the following wording on any UCC Alumni Chapter, Club or Group social media sites or 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 alumni networks and highlight the successes of the university, its students and its alumni. When organising an event or activity, volunteers are required to inform Alumni and Development 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.

Alumni and Development will help volunteers with ideas and suggestions to optimise their events and activities. Alumni and Development can also help promote events and activities to the university's 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 event and activity ideas with Alumni and Development. Please note that in exceptional circumstances, UCC may reserve the right to withhold the association of its name with an event or activity.)

## Event and Activity Guidelines and Protocols

The global pandemic has changed the ways in which we live, work and socialise. As a community of alumni, we have always enjoyed gathering in groups, small and large. For the health and wellbeing of our alumni, their friends and families, and the communities in which they live, the events and activities organised by volunteers must be fully compliant with local public health guidelines and legislation.



Any events and activities organised by volunteers must be at an appropriate scale and must be held in an appropriate venue or location. All additional social distancing requirements and other regulations must also be followed.

The following are examples of events and activities which volunteers may wish to consider.

- **Community-based initiatives which align with the UN's SDGs:**

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.

- **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 or speakers 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. A series of breakout rooms would allow alumni to meet a number of members of their community.

- **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 public health guidelines.

- **Informal get-togethers:**

Volunteers may wish to organise small informal gatherings for groups of alumni. This might be a weekend brunch on the terrace of 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 guidelines.

## Risk Assessment

Volunteers are required to complete a risk assessment for all events and activities which they are organising and to submit this to Alumni and Development 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.

Alumni and Development also coordinates a programme of formal receptions and dinners in global locations. These events are organised and managed by the office of Alumni and Development. The support of local volunteers in helping to promote these events will be greatly appreciated.

## Budget

Chapters, Clubs and Groups are largely self-sufficient. UCC recognises that Chapters, Clubs and Groups may incur small incidental costs from time to time and wishes to support them in this regard. To enable Chapters, Clubs and Groups to serve the needs of their alumni communities Alumni and Development will assist, when possible, with providing a small amount of funding for catering, prizes, merchandise or event collateral. The budget will be administered by Alumni and Development. Committees 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.

## 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: *“Photographs from this event/activity may be shared on our website or social media sites. Please let the photographer know if you do not wish to be photographed for this purpose”*

## Fundraising for UCC

Committees are 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 the website of [Alumni and Development](#) for a list of the projects for which funding is sought by the University. If a Chapter, Representative, Club or Group would like to initiate a fundraising drive for the university, Alumni and Development can provide advice, support, donation forms, online donation links and project brochures. For further information please email [alumni@ucc.ie](mailto:alumni@ucc.ie).



## 2023 and Beyond – A New Vision for UCC Alumni Chapters, Clubs and Groups

### UCC's Commitment to Sustainability and the UN's Sustainable Development Goals

UCC is ranked as one of the leading universities internationally working towards creating a sustainable

world. In 2021, UCC was ranked 8th in the world by the Times Higher Education Impact Rankings, placing it as Ireland's leading university for its impact in working towards creating a sustainable future. The evidence-based Times Higher Education Impact Rankings are the only global tables to assess universities against progress towards the 17 United Nations Sustainable Development Goals (SDGs), providing a total of 18 rankings, one for each SDG as well as an overall table.

Over 1,000 universities across the world from 98 countries were analysed in these rankings, which examine universities against their commitment to sustainability at an institutional, local, national, regional and global level. The teaching, research, public engagement and stewardship of universities are assessed to ascertain their alignment with the global challenges that our world faces.

UCC is actively integrating the teaching of the United Nations' Sustainable Development Goals (SDGs) into UCC 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.

### UCC Alumni 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. UCC alumni, working with one another through Chapters, Clubs and Groups, have the collective power to support, promote and strive to meet the UN's Sustainable Development Goals. In collaboration 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 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 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.

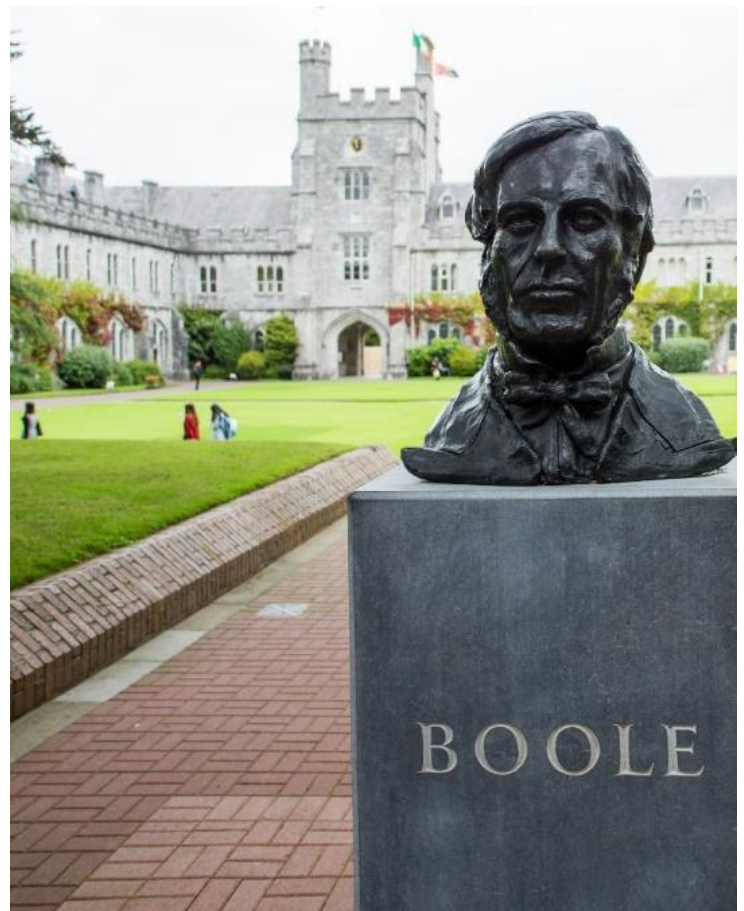
### Translating the Vision into Action

Alumni and Development will work with Chapter, Club and Group Leaders and International Representatives to identify opportunities in their areas and regions which can be supported by our networks of alumni. 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

Alumni Chapters, Representatives, Clubs and Groups 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

Alumni and Development Website: <https://alumni.ucc.ie>

- UCC Alumni Board: <https://alumni.ucc.ie/alumniboard>
- Alumni Chapters: <https://alumni.ucc.ie/chapters>
- International Representatives: <https://alumni.ucc.ie/internationalreps>
- UCC Alumni Clubs & Groups: <https://alumni.ucc.ie/clubs-groups>
- Alumni Events: <https://alumni.ucc.ie/events>
- Data Protection: [www.ucc.ie/en/gdpr/dataprotectionnotices/alumniandsupportersdataprotectionnotice/](http://www.ucc.ie/en/gdpr/dataprotectionnotices/alumniandsupportersdataprotectionnotice/)
- Web and Social Media Policy: <https://www.ucc.ie/en/it-policies/policies/sm-policy/>
- Privacy Statement: <https://www.ucc.ie/en/it-policies/policies/privacy/>
- Risk Assessment for Events and Activities organised by Chapters, Representatives, Clubs and Groups  
<https://alumni.ucc.ie/chapters>
- Annual Report Template for Chapters, Representatives, Clubs and Groups: <https://alumni.ucc.ie/chapters>

# Alumni and Development

CONNECTING YOU

For more information, please contact:

**Alumni and Development, University College Cork**

2.12 Western Gateway Building, Western Road, Cork, T12 XF62

E: [alumni@ucc.ie](mailto:alumni@ucc.ie) | W: <https://alumni.ucc.ie>