

THE UNIVERSITY OF KENT: FORMER STAFF ASSOCIATION

STATEMENT OF PURPOSE

This paper sets out a Statement of Purpose for the Former Staff Association of the University of Kent. Its aim is to clarify the place of the Former Staff Association (FSA) within the structures of the University and to set out the roles and responsibilities of the University and the FSA with regard to each other.

Aims

The aims of the FSA are:

- to maintain links between the University of Kent and those who have been employed at the University but are no longer on the payroll
- to foster and support contacts among former staff, when they themselves wish to maintain such contact
- to work with the University on initiatives which aim to benefit either former staff, or the University and its current staff and students, or both

Membership

Membership of the FSA is open to all categories of staff. This includes both academic and academic-related, and those from Estates, Hospitality and other fields. There will not be a charge for membership, but former staff will be invited to opt in to the list of members of the FSA, by email or post to the Development Office.

Former staff of the University are likely to fall into the following categories:

1. Staff who have left the University of Kent to go to another job, and who may transfer their allegiance to that job and to subsequent jobs
2. Staff who have left the University but not gone to another job, typically because they have retired, but have moved to another part of the country, so that they do not have easy access to Canterbury
3. Staff who have left the University but not gone to another job, typically because they have retired, but have remained in Kent.

All these groups are welcome to join the FSA, but it is the third group which is most likely to be most involved with FSA events and activities. Spouses and partners are equally welcome and can be members in their own right.

Location within the University

The FSA is formally located in the Development Office of the University of Kent.

Liaison Group

The organisation of the FSA is the responsibility of the Liaison Group. This is a group of around 10 members, elected by the members of the FSA at an Annual Meeting, and representing as far as possible the different categories of staff within the membership; if necessary members can be co-opted to the Liaison Group. The Annual Meeting will also elect a Chair or Co-chairs.

The Chair or Co-chairs are responsible for:

- Drawing up an agenda for each meeting of the Liaison Group
- Chairing meetings of the Group and other FSA meetings
- Ensuring that minutes are taken at meetings
- Preparing a report for the AGM of the FSA on the activities of the past year

- Taking a lead in the Liaison Group's work on behalf of the FSA

The Chair or Co-Chairs will be assisted by a minute-taker appointed from within the Liaison Group, and the agenda and minutes for each meeting will be circulated by the Development Office in advance of meetings. Members of the Liaison Group will be responsible for other jobs such as organising events, preparing material for the webpages, and having discussions with the relevant departments within the University about issues such as access to the Library and other resources. The active involvement of other members of the FSA is welcome, for example as leaders of sub-groups or initiators of activities.

Responsibilities of the University

The University of Kent will undertake to do the following:

- Maintain an up-to-date list of members of the Former Staff Association, with email addresses and other contact details
- Ensure that staff who leave the University receive information about the FSA and an invitation to join it
- Send out by email, and where necessary by post, information about the activities of the FSA
- Enter into discussions with the Liaison Group of the FSA about issues raised by its members, such as access to the library and other resources of the University
- Provide refreshments for an Annual Meeting at the University to which all members of the FSA will be invited
- Maintain webpages for the FSA, located within the 'Alumni and Friends' website of the University

Responsibilities of the FSA Liaison Group

Acting on behalf of its members, the Liaison Group will:

- Arrange events for members of the FSA, and encourage and support members in arranging events and activities for the Association. These events will include regular lunches at the University for members
- Meet as often as is necessary to organise at least four events each year for members of the FSA, inviting a representative from the Development Office to these meetings
- Maintain minutes of Liaison Group meetings and prepare a report for the Annual Meeting of the Association
- Organise elections at the Annual Meeting and ensure that a Convenor(s) is elected, in addition to around 10 members of the Liaison Group
- Prepare information for the Development Office to distribute to members of the FSA by email and post, and to place on the FSA webpages
- Meet with representatives from the Development Office, and other representatives of the University as appropriate, to discuss fundraising and other initiatives which might be supported by members of the FSA