

Terms of Reference

Hertie School Alumni Council

Our alumni are an essential cornerstone in strengthening the school's profile and facilitating ideas for future development. Given their important contribution, the Hertie School has decided to improve the structure of the engagement between alumni and the management team through a reconstituted Alumni Council. The following points summarize tasks and characteristics, as well as changes to the composition of the Alumni Council, which we envision as part of an expanded role for the Council.

1. **Role of the Alumni Council:** The Alumni Council serves as an advisory body to the Management Team of the Hertie School. The Alumni Council is invited to meet at least once a year for a strategy counseling session in which current strategic issues are discussed with the Management Team. The Management Team prepares discussion items of strategic importance for the School; members of the Alumni Council will also suggest topics that are relevant for the Alumni community.
2. **Composition of the Alumni Council:** The alumni body of the Hertie School is diverse and multifaceted. The alumni community is best served when this diversity is reflected in the composition of the Alumni Council itself. The Alumni Council therefore consists of members from all programmes and cohorts. Alumni are encouraged to apply directly for open positions in the Alumni Council. The Council members are personally invited by the President. This procedure ensures:
 - a. representation from all study programmes (currently MPP, MIA, EMPA, PhD)
 - b. that the Alumni Council reflects the diversity of the alumni body in terms of gender balance, age, cohort, residency, nationality, and sector diversity
3. **Membership in the Alumni Council:** Members are appointed to three year terms. Attendance at Alumni Council meetings is expected on a regular basis. Taking into account different seniority and income levels, travel grants are available. As support to the School, members of the Alumni Council are encouraged to arrange their own travel whenever possible.

- 4. Meetings of the Alumni Council:** Meetings of the Alumni Council are convened and organized by the Management Team of the Hertie School at least once per year. In addition to the agenda prepared by the School, Members of the Council are encouraged to raise agenda points that are of strategic importance to the Hertie School and of importance to the Alumni community. Agenda and meeting documents will be shared with Members of the Council in due time before each meeting.

- 5. Membership in other Hertie School bodies:** Also, In order to enable members of the Alumni Council to contribute ideas and feedback at all main organizational levels of the Hertie School, selected representatives of the Alumni Council will be invited to meetings of the Board of Trustees, the Practice Council, Academic Senate as well as serve as advisors and contributors to specific projects and strategies led by the Hertie School Management Team.