



SIA Alumni Executive Board

Rules, regulations, and responsibilities

AlumniK Alumni Göttingen



Agribusiness . Tropical . Organic

Bringing together 25 years of Sustainable International Agriculture (SIA) alumni.

GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN
FACULTY OF AGRICULTURAL SCIENCES



Georg August University - University of Kassel
GÖTTINGEN WITZENHAUSEN

The SIA Alumni Code of Conduct (Reviewed May 2020)

SIA Alumni would like to create an environment in which all alumni feel comfortable and safe joining the network. That is why we have established the following rules regarding the behaviour of all alumni users as well as content in profiles, groups and blogs, for images, links and the handling of data available via the network:

1. A respectful tone and polite communication are the basis of our online community. It is therefore not permitted to negatively distinguish, mob or ridicule others.
2. Do not send messages repeatedly if the addressee has stated that they do not wish this.
3. No chain mails, pyramid schemes, competitions, lotteries, gambling games or similar may be sent or organised.
4. Data in profiles and groups must be based on reality. Content from profiles, groups and blogs, as well as images and links may only be published for private purposes. No further use whatsoever may be made of data that is published in the network by other users. Please consider carefully which of your own data you wish to make freely available on the internet.
5. Users may only publish content for which they hold all necessary rights. Publications with reference to third parties require their assent.
6. Users are not permitted to publish commercial or political advertisements. This ban includes political content that is not compatible with the values of the SIA Alumni.
7. Discrimination and defamation of other users or social groups on the grounds of their religion, origin, nationality, economic capacity, sexual orientation, age or gender are explicitly forbidden. Appropriate action will be taken if this rule is ignored.
8. Images of nudity and pornography or pictures of physical or sexual violence are not permitted. Also forbidden are images of the victims of violence, war or natural catastrophe, the use of un-constitutional symbols, or images which glorify violence or depict acts of war.
9. Messages are to be treated as confidential. They may only be made public to third parties with the sender's expressed assent.
10. It is not permitted to export, save, edit, change, forward, use commercially or otherwise misuse data manually or automatically for the purpose of data acquisition without permission.
11. No community profiles or internet pages may be created for the purpose of exporting, saving, editing, changing, forwarding or otherwise misusing information.
12. It is not permitted to use or distribute viruses, links, programmes or any other processes.
13. It is forbidden to employ technical attacks against the data of individual users with the aim of changing, misusing, deleting or damaging it in any way, either in part or as a whole. Any form of technical attack against a SIA Alumni is forbidden.

The following explains how infringements against these rules will be dealt with:

1. A breach of the code of conduct will result in a warning issued against the user, a temporary or permanent blocking, or a deletion of the profile. This is decided by the Executive Board.
2. Profiles that reflect an identity other than the user's real one will be deleted without warning.
3. SIA Alumni preserve the right to immediately delete any profile or group in the case of any gross breach without issuing a prior warning.

And finally...

As a rule, we recommend that users of the SIA Alumni re-read/ double-check all of their own contributions before publication. Could this comment be construed as an insult by other users? Is it really unambiguous? Sarcasm and irony are often hard to recognise in written comments. Try to avoid these stylistic devices to ensure you are misunderstood and inadvertently add to the heat of the discussion.

The following rules were adapted from the Alumni portal Deutschland's Code of Conduct

SIA Alumni Association History.

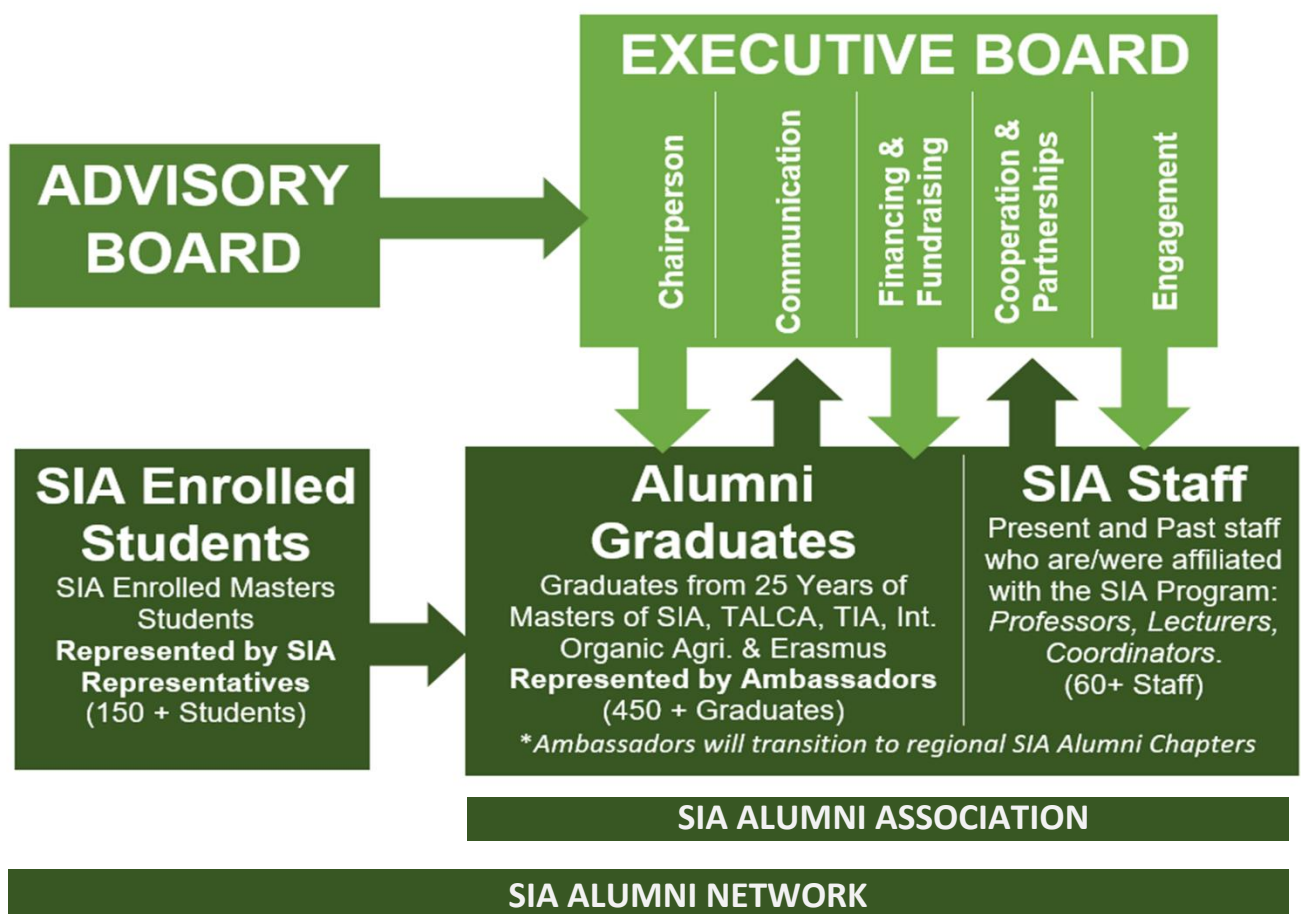
The SIA Alumni was founded in 2019 in recognition of the SIA Alumni 10th Anniversary of the Joint Masters Program on Sustainable International Agriculture, established in 2009. Since the establishment of SIA Alumni, a network of over 300+ students and graduates have registered from over 40 countries of origin. SIA Alumni key principles are: to reconnect with alumni, collaborate together, share information and knowledge and build and make meaningful impact.



Growing organically since 2019 the SIA Alumni has expanded the network to include and recognise the pre-SIA master's courses that were merged into the SIA program we know today. This includes the master's programs from Georg-August-University and the University of Kassel; Tropical and International Agriculture (TIA) since 1995, International Agribusiness and Rural Development (IARD) in Goettingen, and International Organic Agriculture in Whitzenhausen since 2002. Today we celebrate over 25 years of alumni from these joint master's programs.

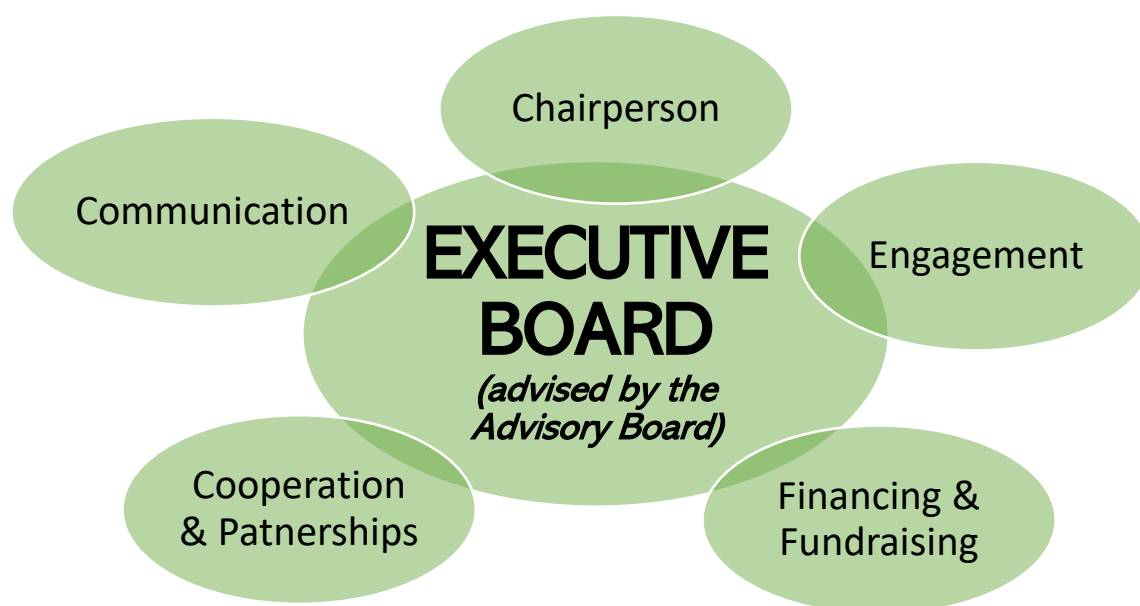
SIA Alumni Structure

The SIA Alumni has developed its organisational structure to include an Advisory and Executive Board.



Executive Board

The Executive Board is designed to work as team to implement and fulfill the SIA Alumni Strategic Plan set at the Annual General Meeting (AGM). The executive roles are mentioned below.



The Executive Board has a maximum of five heads for each of the sections: Chairperson, Communication, Cooperation and Partnerships, Financing and Fundraising and Engagement. *Each section may be made up of more students or alumni after choosing someone to head the section. However*, only the head of the section is part of the executive board, responsible for the Executive Board as well as for the decisions made by the Executive Board. Each section head will meet quarterly for meetings to discuss agenda items set by the Chairperson and board which are voted on and discussed.

Terms and Conditions

1. A term of two years (conditional – with possibility of extension).
2. Executive Board member are to be elected democratically by members present at the AGM (however, those of 2020 are to be decided by the chairperson and selected members of the Advisory Board). This is to ensure that SIA Alumni gets off to a prompt start, needed due to already existing tasks that need to be completed.
3. The term is completely voluntary – these are non-monetary positions.
4. Be respectful and loyal to the Code of Conduct.

Roles and Responsibilities of the Executive Board.

1. Represent and express the views of the SIA Alumni Network
2. Each Head is responsible for developing a Plan for their working group.
3. Execute the vision and direction from SIA Alumni Strategic Plan.
4. Be present and vote on motions and agenda items at quarterly annual meetings.
5. Bring forth ideas, different views, and perspectives to the board.
6. Prepare the yearly Ambassadors meeting and advisory board update/ report
7. Act in accordance with the SIA Alumni- Code of Conduct. If there is a complaint appropriate action will take place.
8. Try to the best of their ability to undertake the duties and responsibilities of their section.
9. Address the board if you decide to resign from the position. An open call for applications will then be sent to the alumni and will be elected at the following AGM.

Executive Board (continued)

It is up to the heads of each section to find a comfortable work-life balance that allows them to facilitate their role. The expected SIA Alumni workload for the Executive Board is at least **4 hours every month (of course this may differ depending on what is occurring that month)** to maintain sustainable forward movement for the SIA Alumni.

Each of the sections can have a working group to fulfill the roles of the five sections. It is up to the section head to engage and lead further alumni and students to achieve the goals of the strategic plan. **Each board member has 1 vote on agenda items in board meetings.**

Further description of the roles and responsibilities of each of the heads are outlined below:

Chairperson of SIA Alumni (first Chairperson: Mr Justin Whittle)

- **Description:**
Brings strategic leadership and vision for how the network should progress with advice from the advisory board and executive board. Responsible for developing and implementing the strategic plan and consulting the plan at the AGM.
- **Roles:**
Initiate the SIA Alumni network including a first Draft for the organisation of the Network.
Mediate roles for developing, implementing and updating the strategic plan.
Help maintain constant clarity, purpose, vision of alumni goals and objectives.
Responsible for interaction between the advisory board including updates and meetings.
Responsible for the alumni network, privacy and data.
Advises the executive board on protocols, tasks and implementing the strategic plan.
Chairs Ambassadors meetings or appointments of other heads (if absent).
Collaborates with the Communications Head to develop yearly activity reports.
Make executive orders if there is a clear breach of conduct within the alumni.

Head of Alumni Engagement (open)

- **Description:**
Works on building activities and activating sustainable engagement with SIA Alumni, guided by the strategic plan of the SIA Alumni.
- **Role:**
Develop a plan of how to activate alumni to re-engage with students, university and to other alumni.
Develops a plan for oncoming activities, workshops and seminars with the SIA Alumni.
Initiates engagement activities after the approval of the executive board.
Designs engagement activities that help promote the strategic plan.
Lead a team of students or alumni who help assist your role.
Takes action to get a student representative of every new SIA Cohort.
Responsible for keeping track of related projects occurring around the world.

Head of Alumni Financing and Fundraising (open)

- **Description:**
Responsible for and in control of finances, accounts and budgets of the SIA Alumni.
- **Roles:**
Develop an economic plan of how to develop finances and fundraising activities.
Makes an online bank account.
Develops a budget of SIA Alumni funds every year.
Designs fundraising activities.
Work with the Head of Partnerships and Collaboration to develop sponsors or donations.
Responsible for transferring funds for activities and agendas that are passed on from the board.
Lead a team of students or alumni who help assist your role.

Head of Partnerships and Collaboration (open)

- **Description:**
Builds strategic partnerships and internally collaborations (within alumni and universities) and externally (companies and organisations) that promote the SIA Alumni strategic plan.
- **Roles:**
Develop official partnerships, sponsorships with external companies and stakeholders.
Develop official collaborations/relationships with both campuses in Goettingen and Kassel.
Maintain good relationships and updates with stakeholders.
Help promote opportunities in the form of career, internships and research for SIA Alumni.
Develop a job/ career/ opportunity list every two months.
Lead a team of students or alumni who help assist your role.

Head of Alumni Communication (open)

- **Description:**
Organises the SIA Alumni newsletters, email lists on Mail Chimp, meeting calls and designs correspondence on social media.
- **Roles:**
Responsible for sending up to date emails using the Mail Chimp program to the SIA mailing list (but is important to stay in line with code of conduct).
Developing content and sharing updates, opportunities, and engagement activities.
Developing newsletters three times a year.
Arranging invitations for board meetings.
Preparing minutes from the meetings.
In control and actively posting on a fortnightly basis on social media accounts (FB and In).
Responsible for promoting one voice from SIA Alumni that fits with the strategic plan.

Joining the Executive Board is a great way for you to give back and help contribute to building a network of professionals to help achieve sustainable development in agriculture.