



# ASSOCIATION OF FOREIGN AFFAIRS

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## Senior Collegium

*UPF aspires to be an organization that continues to grow and an important part of that is fostering a community where board members, previous board members as well as distinguished members can share knowledge, memories, experiences and much more. This document aims to support such a community within UPF by establishing guidelines for the Senior Collegium as the Alumni Network of UPF.*

## **Purpose**

The Association of Foreign Affairs is an association which always aims to grow and become better. A part of making our association grow, is to have an established Alumni Network where former- and current board members as well as distinguished members can easily get in touch with each other for various reasons, such as easy access to future lecturers, mentors or even interviewees once the alumnis have established themselves professionally. For this to be possible a common platform needs to be created. This platform will in return be a platform for networking within and beyond boards, but also give the opportunity for Board Members to stay in touch with each other, as well as the association, after their time in Lund.

## **Vision**

The Senior Collegium is planned to be open for previous board members, honorary members, and previous active members who have been nominated by a member of the Senior Collegium after showing a particular commitment to the association.

For the Senior Collegium to develop it will most likely be necessary give the Senior Collegium a post in UPF Lunds budget. This indicates that each Board should take the Senior Collegium into consideration while planning the upcoming operational years budget. If the board decides to allocate an amount to the Senior Collegium, then this post will be based on what the current board decides is a reasonable amount.

The idea with the post is to make room for events which are arranged for Alumni of UPF. For example, in case an Alumni of the Senior Collegium arranges an event open for other Alumni of UPF, they should be able to apply for money to cover some expenses for such an event.

## **Procedures**

To accomplish the continuation of the Senior Collegium, we believe it is necessary to provide guidelines, standard protocols and procedures for UPFs future Boards.

In order to continue the establishment of the Senior Collegium, a Managing Group needs to be created by the start of each operational year. The Managing Group should consist of at least two members from The Board of which one should be the Secretary. A suggestion is to first ask the Heads of Career if either of them have the possibility and interest to take on the second place in the Managing Group. The Managing Group should every year outline the visions for the Senior Collegium, the extent of which should be based on the motivation of the involved Board Members.

The Managing Group should, if possible, work with and continue to develop the following

points:

1. Work on expanding the member registry by looking up previous board members through different types of social media channels, e.g. LinkedIn, Facebook. Or through the papers we have in the office in the binder “Senior Collegium”
2. Consider having an event directed towards the members of the Senior Collegium sometime during the year.
3. Write and send out a newsletter to the members of the Senior Collegium at least once a year, preferably in the beginning of the operational year. The newsletter should contain information about the new Board, their visions for the year and for the Senior Collegium and planned events, as well as other relevant information.
4. Continue the work on developing the guidelines.
5. Manage the member registry of the Senior Collegium.
6. Conduct a thorough handover document to the next years board to facilitate continuity in the association.

If the Senior Collegium needs more help planning the events, a suggestion is to open up the possibility of helping out to active members.

## **Membership**

As stated in the By-Laws, under 9 § Senior Collegium; “A former Board Member, permanently appointed additional Board Member, Deputy Board Member or active member nominated by the Senior Collegium may become a member in the Senior Collegium. An Honorary Member is automatically a member of the Senior Collegium.”

Suggested procedures for enforcing these regulations are the following:

1. A former Board Member, permanently appointed additional Board Member and Deputy Board Member becomes a member of the Senior Collegium simply by signing up to the Senior Collegium member registry.
2. Active Members who feel that they have contributed in an extraordinary way to UPF can apply to become a member of the Senior Collegium when their time in Lund is coming, or have come, to an end. An application should be presented to the Managing Group of the Senior Collegium. The Managing Group can then decide to nominate the applicant.
3. A former active member or an active member whose time in Lund is coming to an end can also be nominated to the directly by a member of the Senior Collegium, who also becomes a member once they have signed up to the Senior Collegiums member registry.
4. Nominations for active members or former active members to become members of the Senior Collegium will be considered and accepted during a board meeting towards the end of the operational year.