



## **Circular to Alumni Members**

The Alumni Committee meets by teleconference every quarter and the day to day operations are undertaken by the College's Alumni Officer Tess Neilson. The operation of the Alumni is funded by the CB Alexander Foundation.

Tess has been responsible for organising and working with alumni members in putting together reunions for certain year groups. Those attending usually like to spend time around the College and the farm and the College is able to provide accommodation and on site hospitality as required. This has been a rewarding exercise for all concerned.

Now that a number of reunion events have been held we can put in place some policies and guidelines as to the best way they can run which is compatible with the College and meets the needs of the alumni.

At the most recent meeting of the Alumni Committee it was felt that the draft policies and guidelines document that has been prepared be circulated to members for information and comment.

The other matter which the committee has been discussing is Alumni Awards. A draft policy/discussion paper has been prepared and is also circulated for comment.

We are unsure whether or not to proceed with an awards program. It is a significant task and needs to be done well or not at all.

I hope this finds you and your family well but I am very mindful of the situation which many of our alumni are currently in. I think this year and last year have been so impacted by drought it is hard to focus on the long term when the short term is so dire.

Best regards

A handwritten signature in black ink, appearing to read "AC Archer AM". The signature is fluid and cursive, with a large loop at the end.

AC Archer AM  
Chair  
Tocal Alumni

25 September 2019

# **Tocal Alumni Reunion Policy and Guidelines**

## **Background:**

Section 4 of the Tocal Alumni Constitution states the following:

### **4 OBJECTS**

- 4.1 To foster, support and promote a State, National and International network for students, staff, members of the community and others with an interest or link to Tocal
- 4.2 To establish and maintain a database of all members of the Alumni
- 4.3 To advance the growth of community and industry support by communicating the benefits of on-going association with Tocal
- 4.4 To participate in, contribute to and advance the community and culture of Tocal, through:
  - i. Promotion and support of Tocal events
  - ii. Fundraising for special projects and/or scholarships
  - iii. Promoting the opportunities to support Tocal

One strategy to achieve these objectives is for the Tocal Alumni committee to develop and implement a policy and set of guidelines for reunions with the aim of achieving consistently positive outcomes for the Alumni and the College

Ex-students will primarily attend reunions to renew friendships made while at college but involvement will also enrich their affinity with the College. This will bring long term benefits to the Alumni and the College.

The Alumni Committee agreed the reunion policy and guidelines will address the following:

- Proactive organisation of reunions based on 50 year anniversary of graduation
- Support any year group who wish to visit Tocal and/or have a reunion at a location other than Tocal
- Work towards Foundation Day being the annual focus for ex-students to return to the College
- All advertising of reunions to be in accordance with current community standards so as not to reflect negatively on the Alumni and the College

## **50 Year Reunions:**

**Each 50 year reunion is held over the second or third weekend of September**

The base itinerary for each reunion is:

- Arrival at Tocal College accommodation (Glendarra) Friday afternoon.
- Dinner organised externally by cohort. Alumni Officer to provide suggestions.
- Saturday - Guided homestead and farm tours.
- Breakfast and lunch provided at Tocal College dining Hall.
- Dinner Saturday evening – the main event. Special guests Cameron Archer and Principal Darren Bayley to attend (Alumni Officer by request). Dinner is held at the Glendarra accommodation.
- Dining options; banquet or self-facilitated BBQ cooked by cohort.
- Sunday – departure.

### **Responsibilities;**

#### **The Alumni Officer**

- Tocal Alumni officer will advertise a call for members from that year on various mediums, as well as contact all those on the database for the year
- Organise a contact in the cohort to run information by
- Develop an itinerary and distribute
- Book in all accommodation, meals, and tour guides
- Be available for any assistance for the duration of the reunion on call 24/7

#### **The College**

- Provide accommodation
- Provide a tour guide for Tocal Homestead and Tocal Farms tours
- Provide Saturday breakfast, lunch and dinner and Sunday morning breakfast

#### **The Cohort**

- It is expected that where possible year groups will provide other contact details for members of their year that may not be on the Tocal Alumni database; Potentiality
- Year groups will elect/nominate/have nominated a group leader to help facilitate the arrangement of the reunion in order for cohesion between the Alumni Officer/College and cohort
- Cohort to decide if they would rather a more formal banquet dinner or a self-facilitated BBQ

# Creation of a Tocal Alumni Awards Program

## Categories of Awards

### Service/Contribution to Agriculture Award

**This award recognises outstanding service and/or contribution to agriculture through excellence in one or more of the following fields; Research, Innovation, Extension, Education, Industry Leadership or Entrepreneurship**

**Nominees must meet the following selection criteria:**

- Be a graduate of Tocal College or its progenitor institutions<sup>1</sup>
- Be a member of the Tocal Alumni
- Demonstrate substantial and significant service or contribution to Agriculture through the following
  1. Leadership, recognition and standing within their field or profession
  2. Advancement of knowledge including research and development
  3. Advancement of professional practice within their field or profession

### Community Service Award

**The Community Service Award recognises the work of an outstanding community member who has made a significant impact and has enhanced the reputation of Tocal and its relationship with the wider community**

**Nominees must meet the following selection criteria:**

- Be a member of the Tocal Alumni
- Demonstrate a commitment to the Tocal community through one or more of the following:
  1. Exchange knowledge and contribute to the development, prosperity and social capital in the region in which they reside
  2. Enhance opportunities for students to participate in business/ industry/ public service and community based programs
  3. Enhance the reputation of Tocal College as one that produces alumni who demonstrate exceptional community service
  4. Develop opportunities for engagement between Tocal and it's community

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<sup>1</sup> CB Alexander Agricultural College, Murrumbidgee College of Agriculture, Yanco Agricultural College or CB Alexander Presbyterian Agricultural College

## **Young Alumni Award**

**The Young Alumni Award recognises outstanding achievements and contributions by alumni under the age of 35 years who have demonstrated an outstanding level of professional achievement and community involvement since graduating from Tocal.**

**Nominees must meet the following selection criteria:**

- Be a graduate of Tocal College or its progenitor institutions
- Be a member of the Tocal Alumni
- Be aged 35 years or younger at the time of nomination
- Demonstrate outstanding achievement and/or contribution in any field; OR
- Demonstrate initiative or excellence in any endeavour; OR
- Demonstrate innovation in Agriculture

## **Food and Fibre Production Award**

**The Food and Fibre Production Award recognises outstanding management and operation of a business which produces food and or fibre.**

**Nominees must meet the following selection criteria:**

- Be a graduate of Tocal College or its progenitor institutions
- Be a member of the Tocal Alumni
- Demonstrate outstanding competence in the management and commitment of resources to produce food and fibre

# Operation of the Program

## **Why have an awards program?**

It will demonstrate the contribution that the College is making to the industry and community

Recognises excellence in food and fibre production and related activities

## **What form will the awards take?**

Options are medals, certificates, citations and related media

A web based permanent record could also be created

## **How often will they be awarded; annual, biennial, as seen fit**

Needs further discussion but most probably on an annual basis

## **Does community mean Tocal or the broader community?**

Broader community

## **Will awards be presented on Foundation Day? The Young Alumni Award may have a greater inspirational effect if presented at a graduation ceremony**

Foundation Day would be my preference for them all because Graduation Day is focussed on the students and is quite crowded anyway.

## **Definition of graduate, does it include short courses?**

If the awards are Alumni Awards then anyone who has an association with Tocal ought to be eligible. By doing this it means that a people with a diversity of backgrounds and contributions can be recognised. Given this I suspect the main cohort will be graduates of fulltime/part-time programs.

If there was a farmer who had done a few short courses and taken off campus students and student tours or whatever they ought to be recognised by way of an award

## **Is membership of the Tocal Alumni necessary?**

Yes but that would be automatic by way of the Alumni Constitution

## **Nomination and selection process**

May – call for nominations

July- nominations close

August/September - review and selection

October – successful recipients advised

November – Foundation Day

## **Make up of selection panel**

The Alumni Committee appoints a separate sub-committee to run the program. The members may or may not be members of the Alumni Committee. I think there ought to be a mix.

This sub-committee has the carriage of the process with the support of the Alumni Officer and other Committee members

## **Confidentiality**

This is really important and all documentation needs to be secure

## **Runners up announced or not?**

Be good to check what other places do. From memory it seems that most places have people recorded as *finalist*

## **Filling categories**

Consideration needs to be given as to how categories which do not have suitable candidates in them are dealt with? It is suggested that the committee may not recommend awards in each category.

## **Logistics**

If you look at the University of Newcastle program it is all online – I suggest these awards be the same – commencing with an online application. If interviews were to held they can be through Skype, Zoom or whatever

## **Next**

Get some comments on this version

Talk to those who administer other Alumni Awards

Two websites to look at

<https://mail.google.com/mail/u/0/#inbox/FMfcgxwCgpTMrggqhsdlZXGvRcbbDBCv>

<https://www.beefcentral.com/production/beef-achievers-invited-to-nominate-for-nabrc-medals/>

AC Archer AM  
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