



CSC Alumni Advisory Panel Member Agreement

The CSC's Alumni Advisory Panel provides a platform for Commonwealth Alumni to support the future of the programme and Scholars by sharing personal insight and expertise to contribute to the development of CSC activities. As a panel member, you will have the opportunity to give back to the CSC by sharing your expertise, insights, and experiences. It will also provide you a platform to contribute to the global knowledge pool regarding the evaluation of higher education, scholarships, and postgraduate study.

The panel will be comprised of alumni representing the CSC's diverse range of schemes, countries, and subjects of study to name a few. Panel members will be appointed for a two-year term and are expected to advise on **at least one** activity per year.

All panel members must complete and return their signed CSC Alumni Advisory Panel Member Agreement. You will not be invited to assist in activities until this has been returned and may be withdrawn from the panel on failure to do so.

Role profile

The primary role of an Alumni Advisory Panel Member is to participate in consultation exercises and pilot studies and advise CSC teams on specific projects. You will also be expected to represent the CSC at all CSC events, and any external events you attend in your capacity as a panel member, as appropriate.

Panel members will be expected to advise on **at least one activity** per year, responding to requests via email. It is estimated that each activity will require a minimum commitment of 3-hours. Panel members not participating in at least one activity per year will **not** be eligible to re-apply at the end of their term.

As an Alumni Advisory Panel Member, you agree to:

1. Be willing to advise on a range of activities and projects, as outlined in the scope of advisory activities available in the [CSC Alumni Advisory Panel Handbook 2023-2025](#).
2. Make every effort to attend one of two online induction sessions for all new panel members and notify the Alumni Team if you cannot attend.
3. Be available to participate as and when advisory support is requested and be prepared to advise on at least one activity per year and commit an estimated 3-hours per activity.
4. Connect with former and current panel members via discussion platforms to advise on activities as required.
5. Publish your name and scholarship details on the CSC website as part of the panel promotion and in the CSC Annual Report (you will be notified to confirm consent for this publication).
6. Treat all documentations and tasks as confidential and not share information about panel activities with those outside of the panel, unless you are asked to do so.
7. Adhere to the [CSC Code of Conduct for Alumni](#).

Expectations of Alumni Advisory Panel Members

Confidentiality

You may be asked to advise on activities and CSC policies in their initial draft stages and which have not been shared with the wider CSC community. It is important that you **do not share** information about activities with those outside of the panel unless you are asked to do so.

Participation

You are expected to make every effort to assist in advisory activities. You are required to advise on **at least one** activity per year of your two-year term. It is estimated that each activity will require the minimum commitment of 3 hours. Panel members **not** participating in at least one activity per year will not be eligible to reapply in future.

You are also expected to make every effort to attend one of two online induction sessions for all new panel members. If you are unable to attend either session, you must inform the Alumni Team who will schedule a one-to-one meeting with you and share materials from the induction sessions.

All panel members must complete and return their signed CSC Alumni Advisory Panel Member Agreement. You will not be invited to participate in activities until this has been returned and may be withdrawn from the panel on failure to do so.

Representing the CSC

In your role as an Alumni Advisory Panel Member you are expected to represent the CSC at CSC alumni events. You will also be expected to represent the CSC at external events you attend in your professional capacity, as appropriate.

Liaising with the CSC Secretariat

The Alumni Team will be your primary contact throughout your time on the panel. Some activities may be developed and delivered by other teams within the CSC Secretariat. You are expected to respond to all correspondence received from the CSC Secretariat regarding the advisory panel.

The primary mode of communication will be via email, however you may be required to participate in wider discussions hosted through online platforms. It is important that you make every effort to participate in these discussions.

Declaration by Alumni Advisory Panel Member

I confirm that I will adhere to the expectations set out in the Alumni Advisory Panel Member Agreement, and that I have read and understood the [CSC Alumni Advisory Panel Member Role Profile](#). I consent to share my name and scholarship details, as outlined above, on the CSC website.

| | |
|------------------|--|
| Signature | |
| Date | |

Consent

| | |
|---|--|
| Name As you would like this to be listed on the CSC website. Professional or academic titles only will be included. | |
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|------------------|--|
| Signature | |
| Date | |

Where provided, I also consent for my headshot to be published on the CSC website and return a completed [Images release form](#).

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. To find out more, see our [privacy notice](#).