



Alumni Advisory Panel

Role description for CSC Alumni Association representative

Introduction to the CSC's Alumni Advisory Panel

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.

Panels are 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 offered per year.

Activities developed will be aligned with and support the delivery of the [CSC Strategy 2025 – 2028](#).

Role profile

The primary role of an Alumni Advisory Panel Member is to participate in consultation exercises and pilot studies to advise CSC Secretariat teams on specific projects. Panel members are also expected to represent the CSC at all CSC events and any external events you attend, as appropriate.

Panel members nominated by their local CSC Alumni Association are expected to promote national alumni priorities through their participation in advisory panel activities. This means representing the challenges and opportunities for national alumni and/or CSC Alumni Associations, where appropriate.

You are expected to report back on the activities you have been invited to participate in to your local Alumni Association Executive Committee/Coordinator group and share the summary reports produced on activities with wider national alumni through the association's communications channels.

Panel members will be expected to advise on **at least one activity** per year. 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.

Benefits

- Opportunity to give back to the CSC by sharing your personal expertise, insights, and experiences to ensure the future of the programme and support Scholars

- Represent national priorities of Commonwealth Alumni on behalf of your local CSC Alumni Association
- Support the delivery of the [CSC Strategy 2025 – 2028](#)
- Connect with fellow alumni panel members via discussion platforms to advise on activities
- Contribute to the global knowledge pool regarding the evaluation of higher education, scholarships, and postgraduate study
- Sharpen your research skills by participating in evolving evaluation work and research in a non-work environment
- Feature on the CSC website and CSC Annual Report (name and scholarship details only)

Expectations of Alumni Advisory Panel members

As a panel member you agree to adhere to the [CSC Code of Conduct for Alumni](#).

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.

Resigning and re-applying to the panel

You should notify the CSC Alumni Team at alumni@cscuk.org.uk if you feel you can no longer commit to the Alumni Advisory Panel or are not able to assist in activities. You may still re-apply to take part in this opportunity during the next round of applications. Panel members **not** participating in at least one activity per year will not be eligible to reapply in future.