

Department of Civil and Environmental Engineering Imperial College London Alumni Board – Terms of Reference

1 December 2025

1. Introduction

The Imperial College Department of Civil and Environmental Engineering Alumni Board (the “**Alumni Board**”) is a volunteer-led advisory group composed of distinguished alumni dedicated to enhancing relationships among alumni, students, faculty, and the broader Imperial community.

The Board plays a vital role in fostering meaningful engagement, supporting Departmental priorities, and serving as a bridge between past and present students.

2. Mission Statement

To strengthen the connection between the Department of Civil and Environmental Engineering (the “**Department**”) alumni, current students, and academic staff by fostering meaningful engagement, mentorship, collaboration, and support in alignment with Imperial's strategy/mission¹ and values².

3. Objectives

The Alumni Board will:

- Foster dialogue and collaboration between alumni and current students.
- Encourage alumni participation in Department-related events, mentorship and career programs.
- Support academic initiatives through alumni input and involvement.
- Assist in identifying and leveraging alumni expertise, networks, and resources.
- Promote lifelong engagement and pride in the Department.
- Facilitate connections between the Department and their own organisations, where appropriate (for example to explore collaboration opportunities, knowledge exchange etc).
- Provide feedback to the Department on alumni engagement strategies.

4. Board Composition

- Size: The Board shall consist of 8 to 12 members.
- Eligibility: Alumni of the Department who have demonstrated a commitment to the university's values and a willingness to actively contribute.
- Term: Members will serve a term of 2 years, with the possibility of renewal for one additional term.
- Diversity: The Board will strive to represent a broad range of disciplines, graduation years, professional backgrounds, and geographies. It will also seek to reflect diversity in ethnicity, age, and lived experience, ensuring the perspectives of a wide alumni community are represented and aligned with the Department's changing student landscape.

¹ Imperial's strategy: <https://www.imperial.ac.uk/strategy/>

² Imperial values: <https://www.imperial.ac.uk/about/values/>

5. Roles and Responsibilities

Co-Chairs (x2)

- Lead Board meetings and set agendas in collaboration with the Department Communications Manager.
- Facilitate communication among Board members and with Department leadership.
- Represent the Board at key Department events or in external communications.

Board Members

- Attend regular meetings (minimum of 3 per year).
- Participate actively in Board initiatives, subcommittees, and events.
- Serve as ambassadors for the Department in their professional and personal communities.
- Provide insights and feedback to support the Department's alumni relations and student engagement strategies.
- Mentor or support at least one initiative involving current students per year.

Department Communications Manager

- Serve as the primary point of contact between the Department and the Alumni Board.
- Coordinate meetings and communications.
- Lead on the strategic direction and purpose of alumni events proposed by board, supported by the Department's Events Manager on logistics and delivery.
- Provide updates on Department developments and opportunities for alumni involvement.

Consulting members – Departmental Directors of undergraduate, postgraduate, and PhD programmes.

- Provide insight into the student experience and academic priorities.
- Advise the Board on initiatives to support student engagement and success.
- Identify opportunities for alumni to contribute to student learning, mentorship, and career development.
- Provide feedback on curriculum-related initiatives or projects where alumni involvement could add value.
- Consulting members will attend meetings where possible and stay abreast of developments and decisions made by the Board, providing input where necessary.

Head of Department

- Actively inform the Board's agenda by sharing the Department's strategic priorities.
- Identify and champion funding needs and partnership opportunities where alumni can have meaningful impact.
- Ensure alignment between Board initiatives, Department objectives, and wider University strategy.
- Provide visible leadership and advocacy for the Board within the Department and externally.

6. Meetings and Communication

- The Board will meet at least three times per year on a termly basis, of which at least 1 in person³. Meetings will accommodate a variety of international time zones. All Board members will commit to making an effort to attend the in-person meetings⁴ (schedule for the year to be set in advance).
- Additional working groups or subcommittees may meet more frequently based on specific initiatives.
- Agendas and materials will be distributed in advance, and minutes will be shared post-meeting to all Board members, as well as to the Department's senior/academic staff.
- A central communication platform (e.g. Microsoft Teams) will be used for ongoing collaboration and file sharing.
- Additional ad-hoc requests may be made to the Board or its members via email (e.g. for recommendations, advice, etc.).
- Information about the board, its remit, and its members will be shared publicly via the Department website.

7. Board Initiatives

Possible areas of focus for Board activities include:

- Student-Alumni mentorship programmes
- Student internship programmes/offerings
- Career panels & networking events
- Alumni guest lectures & talks
- Fundraising or sponsorship (for example for scholarships/bursaries, student projects, fieldwork grants, learning upgrades etc.)
- Annual alumni-student event
- Proposing other alumni events

8. Membership Nomination and Selection

- Board members may be nominated by current members or by Academic staff from the Department.
- Members of the alumni community may express interest in being nominated to the alumni board, at the discretion of the Department.
- A nomination committee⁵ will review and recommend candidates based on criteria such as engagement history, diversity of background, and willingness to contribute.
- Final selection will be approved by the Head of Department.

9. Code of Conduct

Members are expected to:

- Uphold the values and reputation of Imperial College (see above).
- Maintain respectful and professional communication.

³ Wherever possible, the in-person meeting will take place to coincide with a larger event/conference held by the Department/alumni board.

⁴ Members are responsible for making their own travel and accommodation arrangements and covering costs.

⁵ The nomination committee will include 5 people: 2x Board Co-Chairs, Head of Department, Communications Manager, and 1x Consulting Member.

- Declare conflicts of interest and act in the best interest of the Department and Imperial.

10. Amendments

These Terms of Reference may be amended by a majority vote of the Board, with approval from the Head of Department.