Statement of Intent
The University of Warwick ("University") recognises that involved, engaged and interested ambassadors are vital to the success of the University. The University's ambassadors have the ability to greatly impact the future through involvement with the University, as contributors of time, expertise and other resources to important initiatives. Through working closely with alumni, student volunteers, faculty and ambassadors, the University strives to provide an excellent portfolio of opportunities for engagement and networking with alumni all over the world.

The University recognises that, in order to maximise potential and opportunities, it is crucial to leverage the support and contribution of key ambassadors to deliver achieving these objectives. In this Memorandum ambassadors agree and understand that their support is entirely voluntary and will at all times be conducted on a pro bono basis for no commercial gain or advantage. The University is under no obligation to provide an ambassador with any assignments project(s), and the ambassador has no obligation to accept any such assignment or project(s). An ambassador is entitled not to carry out any further work at any stage, and may terminate this agreement on seven (7) days prior written notice to the University. At all times ambassadors will act as volunteers and not as workers or employees or indeed agents of the University.

Any voluntary work carried out by an ambassador will be governed by the following rules. Accordingly for good and valuable consideration the University and the individual (ambassador) agree as follows:

The University will:
- Work with the ambassador to develop clearly defined objectives and expectations, linked to the University's strategic objectives*** and those of Warwick Alumni*;
- Ensure an appropriate level of support is provided to ambassadors in their activities;
- Ensure that measures of success are clearly defined and provide support to ambassadors to achieve success;
- Enable ambassadors to contact alumni within for the purposes of running an alumni geographical or professional group, by offering access to restricted alumni data.

Ambassadors will:
- Endeavour to keep informed of developments at the University and within Warwick Alumni*;
- Be an ambassador pro-actively promoting the University and Warwick Alumni*;
- Identify other alumni and individuals in the community as potential ambassadors;
- Inform others about the University, Warwick Alumni* and ways of supporting the University;
- Work within the strategic objectives of the University and Warwick Alumni*;
- Aim to attend any advocate training or events where possible when invited to do so;
- Work in a cooperative manner with other ambassadors within their sphere of activity;
- Try to ensure a succession plan is in place before they terminate their involvement with the University under these terms;
- Adhere strictly to the data protection guidelines (detailed in brief overleaf and in full on the University’s website);
- Pass all contact information through to the External Affairs Office** to ensure an up-to-date central alumni database is maintained at all times;
- Not keep out of date static or temporary data files of alumni contact details or indeed the personal data of any other individual remotely;
- Not pass on alumni details to anyone without written permission from the External Affairs Office**.
- Exercise loyalty towards the University of Warwick and Warwick Alumni and confidentiality regarding their internal affairs;
- Disclose involvement with other organisations which may have actual or potential conflict with the University of Warwick and Warwick Alumni*;
- Refrain from actions and involvements that may prove detrimental or contrary to the policies of the University of Warwick and Warwick Alumni*;
- Act on the basis of what is best for the University of Warwick and Warwick Alumni as a whole and for the advancement of higher education in general and if in any doubt without delay consult with alumni@warwick.ac.uk or alumni@wbs.ac.uk ;
  - Comply at all times with the University’s Anti-Bribery Policy see http://www2.warwick.ac.uk/services/gov/universitypolicies/antibribery/background/;
- Provide their time and support on a pro bono basis; and
- Only use the University’s trade marks for the proposes prescribed herein (and not otherwise)

Additional terms
- The University of Warwick and Warwick Alumni have the right to terminate its relationship with any individual who contravenes the above terms (or for any other reason) by giving seven (7) days prior written notice and to withhold support and information from that individual.
- It is expected that ambassadors will normally make themselves available for an initial period of two (2) years, with the exception of cohort representatives who will normally make themselves available for an initial period of five (5) years, to be reviewed after this period, although, as volunteers, ambassadors have no obligation to fulfill – or the University to provide - any minimum term, and may stop their voluntary work at any stage by notice in writing
- Ambassadors will not normally claim personal expenses. Costs of events and activities will not usually be covered by the University or Warwick Alumni. Under exceptional circumstances an application for financial support may be made to the University and this must be agreed with the University's External Affairs Office** before any costs are incurred. In the unlikely event that an ambassador makes any financial transaction on behalf of the University or the Warwick Alumni*, this must be approved in advance and the University’s financial regulations will apply.
- Ambassadors understand that they will be perceived to be acting on behalf of the University and Warwick Alumni and as such will abide by sensible and reasonable use of internet, email and other communications. In case of any doubt, the University's own policies and procedures will be the relevant standard to be applied, which can be found on the University website.

MEMORANDUM of AGREEMENT BETWEEN THE UNIVERSITY OF WARWICK AND AN AMBASSADOR
To be completed by you, the ambassador:
I confirm that I have read the information in this Memorandum of Agreement, in addition to my role description and my network’s guidelines, the Data Protection guidelines referred to, as found on the University of Warwick website http://www2.warwick.ac.uk/services/gov/legal-services/whentouse/dataprotection. I agree that I will act, at all times, within these guidelines. I understand that any work I undertake as an ambassador is entirely voluntary and at all times I will have the status of a volunteer.

Full Name: ____________________________________ ID: __________________________
Signature: ____________________________________ Date: __________________________

To be completed by The University of Warwick**:

Full Name: ____________________________________ Position: __________________________
Signature: ____________________________________ Date: __________________________

Upon ending this ambassador contract

The ambassador will:
Remove all references to their Warwick* ambassador status from personal websites, blogs, email signatures and any other reference within the public domain with immediate effect.
Cease any use of the University trademarks or branding referring to the University in whatever media and transfer to the University any domain name referring to the University.
Cease any action which has any further connection with the planning or execution of future ambassador activity without the express consent of the Head of Alumni Engagement****
Send any updated personal data for their network members to the External Affairs Office**
Securely destroy their copies of all personal data held in both hard and soft copy formats

The University of Warwick* will:
• Remove any references to the ambassador from the Warwick and/or WBS website and other channels
• Remove any manager status on the network’s LinkedIn group and other social sites
• Appoint a new ambassador for the network (where appropriate)
• Communicate the change in ambassador leadership to all network members

Data Protection
This Memorandum of Agreement formalises the basis upon which the University of Warwick has agreed to work with you as an ambassador. It also confirms your acknowledgement and understanding with regards to the basis upon which the University of Warwick has agreed to disclose to you certain personal data (as that term is defined under the Data Protection Act 1998 “the Act”) and the permitted use by you of such data, as well as your agreement to maintain confidentiality and to safeguard this data on behalf of the University.

This Memorandum records that, for as long as you are appointed to act as an ambassador for The University of Warwick and Warwick Alumni*, the University of Warwick may, from time to time, disclose to you certain personal data relating to alumni of the University and who are resident within the territory allocated to you or are a member of your group. Under the provisions of the Act, the University must ensure that any use of the personal data supplied by us to you is limited to the written directions you may from time to time receive from us.

Any personal data must be sent between yourself and the University of Warwick in an encrypted electronic format and will comprise of information which our alumni have agreed that we can use for the purposes of our communicating with them. We will amend and update this information from time to time and we will require that you securely destroy all data records that comprise out of date information. In addition, we may contact you from time to time and request that you manually delete the name and records of an alumnus/alumna or student who has advised us that they do not wish to be contacted and/or for their details not to be disclosed or used for any particular purpose. Because of the sensitivity of the data we would request that the personal data we do send you, when not in use, is stored in a locked cupboard or drawer; or on a secure computer, as securing and maintaining the confidentiality of this information is a prime consideration.

Under the provisions of the Act, personal data cannot be used for any purpose outside of the original consent of the data provider (in this case alumni & friends). Accordingly, you agree that you will not use or permit others to use, whether directly or indirectly, the personal data we provide to you. If you are in any doubt about this, please contact the External Affairs team at alumni@warwick.ac.uk (or alumni@wbs.ac.uk for Business School alumni ambassadors).

As the arrangement contemplated in this agreement is voluntary, it may be terminated by either of us giving the other seven days written notice.

Please sign 2 copies, keep one as reference and return the other to External Relations Office, The University of Warwick, CV4 8UW or sign, scan and return via email attachment to alumni@warwick.ac.uk or alumni@wbs.ac.uk.

* or Warwick Business School Network for WBS alumni
*** or WBS Strategy for WBS alumni

** or WBS External Relations Office for WBS alumni
**** or WBS Head of External Relations