Charter of the Scheme

The Charter is established to promote excellence in voluntary service and maximise the rewarding experience of Alumni Ambassadors, while allowing them to execute their commitments and duties with clear guidelines. All Alumni Ambassadors are expected to comply with this Charter.

1. Role and responsibilities of Alumni Ambassadors
   In supporting the University mission and the “Caring by Serving” spirit, Alumni Ambassadors are expected to:
   1.1 Support Alumni Relations Office (ARO) to further boost the “Caring by Serving” spirit among alumni;
   1.2 Perform voluntary service for the University, as arranged by ARO or other University departments;
   1.3 Actively participate in University services and activities in relation to their role under the Scheme;
   1.4 Be aware of the latest University achievements and alumni development, and to further promote such information to fellow alumni and friends through emails, personal contacts and other communication channels facilitated by ARO;
   1.5 Encourage fellow alumni to stay connected with CityU and refer potential supporters to the University; and
   1.6 Provide ARO with related information for publication on website or other alumni communication channels.

   Particular role of Class Liaison Ambassadors
   1.7 Assist ARO to collect up-to-date personal details of their classmates for updating the alumni data system according to data protection policies and ARO guidelines;
   1.8 Promote alumni activities and services through personal contacts and boost participation of classmates; and
   1.9 Support organisation of class reunion activities.

2. Principles of good practice
   2.1 Execute the duty of Alumni Ambassador with pride, good preparation and sense of responsibility;
   2.2 Have a spirit of partnership and solidarity when working with other Alumni Ambassadors;
   2.3 Respect confidentiality and privacy of personal data;
   2.4 Take due care of own safety when performing voluntary service;
   2.5 Communicate information about the Scheme and the University with accuracy; and
   2.6 Update ARO of contact changes and involvement in voluntary services at the University.

3. Service period of Alumni Ambassadors
   The duration of service varies from role to role, subject to mutual agreement between ARO and individual Alumni Ambassador. Alumni Ambassadors usually commit themselves to the Scheme on a continuous basis and may perform different roles as time changes. If an Alumni Ambassador wishes to withdraw from the Scheme, he/she can send an advance written notice to ARO for related follow-up. ARO may regularly review and adjust the service period or role of an Alumni Ambassador as appropriate.

4. Support from Alumni Relations Office
   ARO will facilitate Alumni Ambassadors to:
   4.1 Receive orientation about their roles;
   4.2 Participate in University services and activities in relation to their role;
   4.3 Receive regular updates about the University and the Scheme; and
   4.4 Enjoy opportunities for networking and personal development.
Aim of CityU Alumni Ambassador Scheme

The CityU Alumni Ambassador Scheme (the Scheme) provides a conduit for alumni to support the development of the University through voluntary service. By enhancing communication between the University and alumni, and strengthening alumni involvement in University activities, the Scheme creates a strong network of alumni support and nurtures a caring culture in the University community. Established in 2003, the Scheme is coordinated by the Alumni Relations Office (ARO) with support from University departments and offices.

Who are the Alumni Ambassadors

CityU Alumni Ambassadors identify with the University mission and support the “Caring by Serving” spirit. They commit themselves to performing voluntary service for the University. Over 2,000 enthusiastic alumni are serving the University as Alumni Ambassadors.

Service areas

- To serve on alumni organisations
- To serve on advisory committees
- To provide mentorship, career guidance and other support services to students
- To assist in alumni events or University activities
- To assist in developing non-local alumni networks
- To assist in class liaison

How to become an Alumni Ambassador

- By nomination from University units
- Registration is required and final decision on admission is vested in ARO

Board of Advisors of the Alumni Ambassador Scheme comprises alumni leaders from diverse professions. They serve as crucial think-tanks for the Scheme and help further strengthen various forms of alumni support for the University.

Acknowledgments for Alumni Ambassador

Alumni Ambassadors are accorded recognition for their voluntary service and contributions, including:

- Alumni Ambassador badge presented on admission
- Pre-registration privileges for selected alumni activities
- Special invitation to University events
- Tailor-made activities for Alumni Ambassadors

Alumni mentors share useful career and life tips with CityU students.

Class Liaison Ambassadors help connect fellow classmates with the University after graduation through regular communication and organization of reunion activities.

Alumni Relations Office

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