

MEMORANDUM of AGREEMENT  
BETWEEN  
WARWICK BUSINESS SCHOOL AND ALUMNI MENTOR

**Statement of Intent:** Warwick Business School recognises that involved, engaged and interested alumni are vital to the success of the Business School. The University of Warwick's alumni have the ability to greatly impact the future through involvement with Warwick Business School, as contributors of time, expertise and other resources to important initiatives. Through working closely with alumni and student volunteers, faculty and advocates, Warwick Business School strives to provide an excellent portfolio of opportunities for engagement and networking with alumni all over the world. Warwick Business School recognises that, in order to maximise potential and opportunities, it is crucial to leverage the support and contribution of key alumni volunteers to deliver these opportunities.

**Warwick Business School will:**

- Work with the alumni volunteer to develop clearly defined objectives and expectations, linked to Warwick Business School's strategic objectives and those of the WBS Alumni Community;
- Ensure a reasonable level of support is provided to alumni volunteers in their activities;
- Ensure that measures of success are clearly defined and provide support to volunteers to achieve success;
- Enable alumni volunteers to contact other alumni within their area of activity by offering access to restricted alumni data.

**Alumni volunteer Mentors will:**

- Endeavour to keep informed of developments at Warwick Business School and within the WBS Alumni Community;
- Be an ambassador in the community on behalf of WBS and the WBS Alumni Community;
- Identify other alumni and individuals in the community as potential volunteers ;
- Inform others about Warwick Business School, its Alumni Community and ways of supporting Warwick Business School and the University of Warwick ;
- Work within the strategic objectives of Warwick Business School and the WBS Alumni Community;
- Aim to attend any volunteer training or events where possible and appropriate;
- Work in a cooperative manner with other alumni volunteers within their sphere of activity;
- Try to ensure a succession plan when they 'retire' from activity;
- Comply with any applicable data protection legislation and respect the confidentiality of the Mentee;
- Pass their contact information through to the Careers Plus 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- Not keep out of date static or temporary data files of alumni contact details remotely;
- Not pass on alumni details to anyone without written permission from the Careers Plus Office;
- Be responsive to requests for contact from the Mentee and, if unavailable, to advise the Mentee and where possible offer alternative help;
- Provide the Mentee with personal guidance which will be given at all times solely in the best interests of the Mentee;
- Ensure that the guidance given is provided in a way that ensures it is the Mentee who makes the decisions and know that any decisions or actions made as a result of the WBS Global Mentoring Programme by the mentee are entirely the responsibility of the mentee and that both the Mentor and WBS accepts no liability.
- Seek help in confidence and with the agreement of the Mentee, where it is needed, in order to provide the Mentee with information which may be beyond the immediate experience of the Mentor;
- Keep any and all information provided by the Mentee to the Mentor strictly confidential unless express permission is given by the mentee to share information with other parties;
- Not have any financial or business relationship with the Mentee;
- Advise the Mentee and WBS if at any time the Mentor is unable/unwilling to continue the relationship with the Mentee; Abide by and honour the terms of the Memorandum of Understanding which covers the Mentee (attached here for your reference) in their dealing with a Mentee;
- Ensure that initial contact is made within (15) fifteen days of the WBS formal introduction to the Mentee ;
- Participate promptly in all requests from WBS for information and feedback, including surveys;
- Initiate contact with the Mentee where there has been unplanned lack of contact for in excess of 30 days

**Conditions:**

Alumni volunteers/Mentors must always

- Exercise loyalty towards Warwick Business School and its Alumni Community and confidentiality regarding their internal affairs ;
- Disclose involvement with other organisations which may have actual or potential conflict with Warwick Business School and its Alumni Community;
- Refrain from actions and involvements that may prove detrimental or contrary to the policies of Warwick Business School and its Alumni Community;
- Act on the basis of what is best for the University of Warwick, Warwick Business School and its Alumni Community as a whole and for the advancement of higher education in general.
- Warwick Business School and the WBS Alumni Community has the right to terminate its relationship with any individual who contravenes the above terms and to withhold support and information from that individual.
- Alumni volunteers will normally serve for a two year period;
- Volunteers will not normally claim personal expenses. Costs of events and activities will not usually be covered by Warwick Business School and its Alumni Community. Under exceptional circumstances an application for financial support may be made to the Business School and this must be agreed with the Business School’s Careers Plus Office before any costs are incurred.

This Memorandum of Agreement formalises the basis upon which the University of Warwick (“the University”) has agreed to work with you as an alumni WBS Mentor. As the arrangement contemplated in this agreement is voluntary, it may be terminated by either of us, giving the other seven days written notice.

**Data Protection**

For information about why and how we process your personal data, who it is shared with, retention periods, your rights etc. please see: <https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/privacy-policies>

I agree that I will act, at all times, within these guidelines.  
 I agree I have read and understand the Mentor Privacy Notice.  
 I consent to the business school processing my personal data for the purposes set out in the Mentor Privacy Notice.  
 I understand I can withdraw my consent to processing at any time.

NAME OF WBS ALUMNI MENTOR:  
  
 ALUMNI NUMBER:  
  
 SIGNATURE:  
  
  
  
 DATE:

NAME OF WBS STAFF MEMBER:  
  
 POSITION:  
  
 SIGNATURE:  
  
  
  
 DATE:

