



# kutlwanong

centre for maths, science & technology

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Investec is a pivotal founding partner

## **Kutlwanong Promaths Alumni Society**

### **Objectives, Initiatives and Duties**

## Objectives of the Society

### The key objectives of Promaths Alumni Society:

- **Connect** – This society will enable alumni to connect on and off campus with each other, to connect with their communities, and to connect with other professional networks and associations on matters of common interest.
- **Empower** – *‘An individual is increased by his team’*. This society will increase the knowledgebase, stretch the mind-set, and expand the opportunity spectrum of alumni as they participate and contribute in various planned initiatives.
- **Motivate** – This society through its various initiatives will motivate and inspire its members to work and participate with excellence in everything that they intend to implement. This motivation in the students will extend to other areas of their lives.
- **Support** – This society will enable the members to form a community that will support each other in various capacities – academically, socially and personally, etc. as many of the members share similar backgrounds. This will ensure to facilitate a more productive, fulfilling and purposeful campus environment for the students.

## Mandated Initiatives of the Society

The mandated initiatives of the society are aligned to the key objectives. The mandated initiatives presented are prescribed for a year's cycle. The committee may take the decision to add more initiatives to the prescribed; however the presented ones are mandated, and are:

1. First-years welcome event
2. Annual database update
3. Campus peer support & mentorship groups
4. Kutlwanong centres outreach
5. Rare Skills Awareness Initiative
6. Alumni University Cultural Exchange
7. Society Elections

	Item	Calendar period
1.	First years welcome event	Semester 1 - Completed by March

	<p><b>Purpose:</b> The first years welcome event is aimed at bringing together all Kutlwanong alumni who are already enrolled at the tertiary institution, to meet and welcome the Kutlwanong alumni newly enrolled first year students.</p> <p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. To organise the programme and event of the day focused on connecting all alumni, with support from Kutlwanong and Investec offices</li> <li>2. To ensure effective communication in alerting and inviting all alumni to the event</li> <li>3. To facilitate the updating of the alumni database</li> <li>4. To submit an event's report within a week after the event has taken place, and the alumni updated database (<i>standard reporting templates to be provided</i>)</li> </ol>
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2.	Annual database update	Semester 1 - Completed by March
	<p><b>Purpose:</b> The annual database update is aimed at gathering the personal information of all alumni on an annual basis, in order to update the alumni administration records at Kutlwanong office.</p> <p><b>Committee's duties:</b> <i>To be coordinated during the First Years Event(reflected above)</i></p>	
3.	Campus peer support & mentorship groups	Semester 1 – Selection process completed by March
	<p><b>Purpose:</b> The peer support and mentoring concept is aimed at creating an environment of support, encouragement, idea-sharing and advice among alumni who are paired together.</p> <p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. To coordinate the selection process by matching and pairing students according to their academic programmes and academic years, e.g. Bcom Accounting – 1<sup>st</sup> year paired with 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years in the same group.</li> <li>2. To encourage the groups to meet officially monthly, while sustaining continuous communication in between to offer each other support, advice, ideas and occasional social interaction.</li> </ol>	
4.	Introduction – Rare Skills Awareness	Semester 1
	<p><b>Purpose:</b> The Rare Skills Awareness initiative is an educational and motivational platform aimed at informing the students at the institution on the industrial trends in relation to skills, with a particular focus on rare skills. This initiative is also focused on making a 'social contribution' to the institution and impacting the students.</p> <p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. To introduce the initiative and the year's theme to the students by employing any chosen platforms or methods to engage them prior to the main event in Semester 2. This can include posters and displays, an address by a faculty head, etc.</li> <li>2. To commence planning for the main initiative in Semester 2.</li> <li>3. To submit a report on the work done to introduce the initiative on campus and planning for semester 2.</li> </ol>	
5.	Kutlwanong centres outreach	June Recess

	<p><b>Purpose:</b> The outreach to Kutlwanong centres presents an opportunity for the alumni maintain a connection with the centres, while adding value to current learners by rendering motivation and advice on how to prepare for student life.</p> <p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. Kutlwanong office shall communicate with the committee on the allocated date(s) for the alumni visit(s) and the activities due to take place at the centres during the June recess, and the committee shall be responsible for communicating this information to all alumni.</li> <li>2. To provide a report indicating the alumni's intended attendance at the specified centres.</li> </ol>	
6.	Rare Skills Awareness Initiative (campus and possibly schools)	Semester 2
	<p><b>Purpose:</b> The Rare Skills Awareness initiative is an educational and motivational platform aimed at informing the students at the institution on the industrial trends in relation to skills, with a particular focus on rare skills. This initiative is also focused on making a 'social contribution' to the institution and impacting the students.</p>	
	<p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. To plan and organise an awareness campaign in collaboration with the institution, on the industrial trends in relation to rare skills in the country and globally. (Methods that can be employed include inviting interesting speakers to address specific related topics, creating displays on campus, creating a social media campaign, etc.)</li> <li>2. To coordinate and encourage maximum alumni participation throughout the planning, organising and execution of the initiative.</li> <li>3. If possible, to extend the initiative to surrounding high schools, by collaborating with the institution to visit the selected schools and address learners on the issue of rare skills in the country.</li> <li>4. To submit an event's report within a week after the event has taken place (<i>standard reporting template to be provided</i>).</li> </ol>	
7.	Alumni University Cultural Exchange	Semester 2
	<p><b>Purpose:</b> The university cultural exchange is aimed at bringing together alumni from the paired tertiary institutions to meet, interact on a social basis, and connect with each other.</p> <p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. The committees from each of the institutions that are paired together for the cultural exchange are to communicate with each other and cooperate to plan the gathering, including the activities to take place and logistical considerations.</li> <li>2. To communicate with all alumni concerning the event.</li> <li>3. To submit an event's report within a week after the event has taken place (<i>standard reporting template to be provided</i>).</li> </ol>	
8.	Elections for the next term of office	Semester 2
	<p><b>Committee's duties:</b></p> <ol style="list-style-type: none"> <li>1. The committee shall be responsible to assemble all alumni for a general meeting prior to the election period beginning, to announce the procedure for the elections to take place. Kutlwanong and Investec offices shall advise on proceedings thereof.</li> </ol>	

## **Duties of the Society's Committee**

The committee of the society shall have the following duties:

### **Mandated initiatives:**

- The committee is responsible to ensure the coordination, organising, delegating and implementation of the mandated initiatives of the society.

### **Meetings:**

- The committee is to hold a formal meeting monthly. Other meetings may be held in between the months as and when the need arises, particularly pertaining to urgent meetings.
- The committee is to convene all the members of the society for a compulsory members meeting once a year, after the mid-year recess. This will be a general meeting where various matters of the society may be discussed. This meeting will also serve to announce the procedure for the elections towards the next term of office.
- The minutes of each meeting held are to be submitted to Kutlwanong office within a week after each meeting has taken place. The minutes are to include a financial report.

### **Reports:**

- Reports are to be submitted to Kutlwanong office within a week's period after each event/initiative has taken place. Alumni database update report is to be submitted by March each year. Standard reporting templates for this purpose will be provided by Kutlwanong office.

#### **Standard reports**

- Alumni database update
- Event report
- Chairperson's report (To be submitted before the next committee elections).

## **Committee Term of office**

The term of office for each committee will be 12 months. Committee elections are to be conducted in September annually, and the office term effective from October to September the following year. The committee handover is to take place in the first month of office.

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