



Document:	Recommendations for Sweden alumni networks
Reference:	00376/2017
Date:	2017-01-26
Page:	1 (4)

Recommendations for Sweden alumni networks

With the recommendations presented in this document the Swedish Institute (SI) aims to support Sweden alumni networks/associations in establishing inclusive, transparent and sustainable networks. The contents of this document are merely recommendations and Sweden alumni networks may decide to that extent they may wish to follow them.

For *SI Alumni Networks* (alumni networks open only to SI alumni¹) there are certain rules that may be found [here](#).

Organisation

A common problem in most alumni networks is that the head of the network is often carrying the entire work load, or most of it. Many struggle with finding time for running the network, while at the same time having to maintain their regular job. Dividing responsibilities between board members is a way to ease the pressure on the head of the network, and making the network more sustainable.

SI recommends that alumni networks have a board consisting of at least three alumni, one of which being the head of the network. It is recommended that there be one person responsible for financial matters such as receiving grants from SI, and that one person is responsible for communications/marketing of events.

¹ Definition of SI alumni may be found here: <https://eng.si.se/areas-of-operation/scholarships-and-grants/si-alumni-network/>

Annual meeting and appointing board members

For alumni networks to be run in a democratic and inclusive way every member should have the possibility to contribute and to influence the activities of the network.

To enable for everyone to get involved, SI recommends that alumni networks invite all members to an annual meeting, preferably at the beginning of each year. At this meeting members of the board are appointed and their responsibilities defined.

The invitation for the annual meeting should include an open call for members to register their interest in becoming a member of the board.

SI recommends that board members be changed on a regular basis, for example every other or third year, in order to let in new ideas and new energy to the network.

At the yearly meeting a general plan for the year should also be discussed. The plan could include concrete activities, goals for the year, or simply define a thematic area that the network would like to focus on.

Please send a brief report to alumni@si.se if you've held this kind of meeting.

While every member of the network should receive an invitation for the yearly meeting, you cannot expect everyone to participate. The point is that everyone should be given the chance to get involved in the network.

For alumni networks in big countries where alumni are spread out over a big geographical area the network can be divided into regional chapters and yearly meetings could be held regionally.

Contacts with the Swedish embassy/consulate

The Swedish Institute works closely with Swedish embassies and consulates around the world. We encourage them to invite and involve Sweden alumni in their activities, as well as to support alumni in their activities.

We recommend that alumni networks establish contacts with the Swedish embassy or consulate in their region. SI may assist in finding the right person to get in touch with.

Contacts with the Swedish Institute

SI provides support to alumni networks through grants, communication channels, contacts with embassies, etc. Should you have any inquiries, please contact SI at alumni@si.se.