

# SLSEAA Annual Reunion and General Meeting Papers

"Get involved and get connected"

## Officer and Non-Officer Elections 2018-2026

### Short Profile of the Swiss LSE Alumni Association (SLSEAA)

The Swiss LSE Alumni Association (SLSEAA) was founded in 1998 as a Swiss membership organisation proudly independent and autonomous of the School and the University and is today one of the oldest, largest and most active national associations of LSE alumnae and alumni worldwide.

The 20 Year Jubilee  
**1998 - 2018**  
Advancing Alumnae & Alumni

The SLSEAA caters to a national constituency of more than 2'000 alumnae, alumni, students and friends of the LSE in Switzerland and the Principality of Liechtenstein. Our members enjoy a broad range of activities, events, benefits and services. Each year, we feature over 20 activities and events throughout Switzerland, from formal dinners and professorial talks to informal get-togethers and networking activities. Members have complimentary access to our designated membership journal "Foreign Affairs", a bi-monthly publication discussing issues at the cutting edge of world affairs. Our other member benefits and services include collective insurance schemes, external career facilitation, group agreements and discounted products and services.

The SLSEAA has organised three Pan-European LSE Alumni Outings and several large-scale field trips, has made a substantial leadership gift to the Campaign for LSE and is recognized with the "Swiss Alumnae and Alumni Group Study Room" in the School library.

The SLSEAA co-established the endowed LSE Alumnae and Alumni Foundation of Switzerland under federal supervision. The Foundation awards scholarships and personal research grants to students from Switzerland.

The SLSEAA has never been a "chapter", "group" or other subordinate entity of the "LSE Alumni Association" marketing service of the School as launched in 2005/2007. We are a Swiss membership organisation founded in 1998 and completely autonomous and independent of the LSE and the University of London.

### Open Positions 2018

#### Elected Officer Positions:

Core Administration	<b>Treasurer</b>	Full term: 2018 to 2020
Subject Areas	<b>Benefits &amp; Services Officer(s)</b> (proposed new position)	Full term: 2018 to 2020
	<b>IT &amp; Web Officer(s)</b> (proposed new position)	Full term: 2018 to 2020
	<b>Activities &amp; Events Officer(s)</b>	Full term: 2018 to 2020

#### Elected Non-Officer Positions:

<b>Member(s) of the Board of the LSE Alumnae and Alumni Foundation of Switzerland</b> in the role of authorized representative(s) of the Swiss LSE Alumni Association	Full term: 2018 to 2026 (also subject to election by the Board of the LSE Alumnae and Alumni Foundation of Switzerland)
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#### Unelected Designate and Volunteer Positions:

<b>Secretary General Designate</b>	for Officer candidacy in 2019
<b>Treasurer Designate</b>	for Officer candidacy in 2019 or 2020
<b>IT &amp; Web Officer Designate(s)</b>	for Officer candidacy in 2019
<b>Benefits &amp; Services Volunteer(s)</b>	
<b>Activities &amp; Events Volunteer(s)</b>	

## Nature of Elected Officer Positions

The Swiss LSE Alumni Association (SLSEAA) is governed by its Members, who assemble annually for a General Meeting (Art. 2 of the Articles of Association). Members have delegated the day-to-day running of the Association to Officers. Officers have to be Ordinary Members of the Association. The Officers do not form a board or committee in which majority decisions are taken but each Officer is assigned specific duties to be executed in close consultation with but not undue interference from other Officers (Art. 3). Individual Officers act in their areas of responsibilities for the Association as a whole. Officers represent neither the LSE nor the University of London but only the Swiss LSE Alumni Association. The term-of-office is 2 years. Officer positions are unremunerated but Officers are entitled to be reimbursed for all separately-itemised expenses incurred from performing their SLSEAA duties. Officers do not have to be Swiss citizens but must permanently reside in Switzerland.

**Can I eventually be an Officer if I do not have currently the respective technical skills? Yes, you can.** Corresponding Designate positions are being offered. If you currently do not have the technical skills required to be elected an Officer this or next year, become an Officer Designate. As an Officer Designate, you will be moved into an apprentice role and receive formal training, including online courses, so that you will be ready once your term of office starts.

**Can I get involved if I do not have the time to be an Officer? Yes, you can.** If, currently, you cannot make the time commitment associated with an Officer position, you can still get involved as an unelected volunteer in several areas of activity.

## Nature of Elected Non-Officer Positions

### Auditor of the Association:

Any natural and legal person may be appointed an Auditor of the Swiss LSE Alumni Association (SLSEAA). Auditors are not required to be or to become members of the Association. Auditors cannot be Officers of the Association, may not undertake any duties for the Association which are incompatible with their auditing mandate and must meet the legal requirements concerning professional qualification and independence. The auditors examine the financial statements (balance sheet, income statement and notes) for each financial year ending on 31 December according to the Swiss Standard on the Limited Audit (only listed respectively large companies are subject to more expensive Ordinary Audits). Auditors of the Association are remunerated at market rates but, by convention, auditors, who are members of the Association, work pro bono.

The current auditors are Caminada Treuhand AG Zug, whose term ends in 2019.

### Member of the Board of the LSE Alumnae and Alumni Foundation of Switzerland in the role of authorized representative(s) of the Swiss LSE Alumni Association:

The LSE Alumnae and Alumni Foundation of Switzerland (LSEAAF) is a federally-supervised national scholarship foundation with a sizable financial endowment, administered, on a voluntary basis, by a Board of natural persons and representative of legal persons (Art. 5 ff. of the By-Laws of the Foundation). The Board constitutes and complements itself, whereby only persons are eligible, who fully identify with the purpose of the Foundation through their attitude and previous commitment. Members of the Board must be Swiss citizens or persons with a Swiss permit for settled foreign nationals (Niederlassungsbewilligung). Up to two members of the Board may be authorized representatives of the Swiss LSE Alumni Association within the Foundation. The term-of-office is 8 years.

# Terms-of-Reference of Elected Officer Positions

Would you like to become an Officer of the Association? Declare your candidacy by the deadline prescribed in the Regulations for the Appointment of Officers of the Association.

Task colouring:

Critical for business continuity respectively legally mandated	Important for long-term health	Non-critical
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## Preferred scenario:

Many duties of the Secretary General are reassigned to newly created dedicated Officerships.

### Activities & Events Officer (Organisation)

(proposed new position)

Commitment: because of job sharing, max. 5 hours per month

#### Activities and Events Organisation:

- Plan fun, stimulating and unique activities and events for the large LSE alumni community in Switzerland, Liechtenstein and the near abroad
- Identify, invite and accompany School administrative and academic staff, and Swiss and foreign speakers and VIPs, to activities and events

### Benefits & Services Officer

(proposed new position)

Commitment: 5 to 15 hours per month

#### Benefits and Services Management:

- Process claims for benefits and services including eligibility verification and the notification of service providers
- Withdraw benefits and services from resigned and expelled members
- Respond to all correspondence in regard to benefits and services
- Re-negotiate and renew contracts with benefit and service providers
- Research potentially new membership benefits and services
- Build approaches to corporate partners and negotiate terms and conditions of new membership benefits and services

### IT & Web Officer

(proposed new position)

Commitment: 10 hours per month

#### Mandatory technical skills:

- Significant experience with Web content management systems
- Experienced in PHP and other scripting
- Experienced in vector and bitmap graphics creation with Adobe Illustrator, Adobe Photoshop and/or Xara Designer
- Experienced in video production with Adobe Premiere Pro
- Experienced in maintaining network, server and application security
- Experienced with Public Key Infrastructure (PKI) assets

#### Desired additional technical skills:

- Recent practice in Web server administration within an UNIX operating environment

#### IT Management and Web Mastering:

- Maintain the Web, e-mail and FTP servers of the SLSEAA including the installation, configuration, upgrading and patching of application software
- Operate the various Web application software
- Develop and update Web content including artwork creation
- Manage the Media Collections of the SLSEAA including photo, video and sound editing
- Maintain the social networking and microblogging sites of the SLSEAA

### Secretary General

(proposed reduced scope)

Commitment: 10 to 20 hours per month, can be more

#### Mandatory technical skills:

- Solid know-how and recent experience in relational database development and query design and programming through the Structured Query Language (SQL) preferable in Microsoft Access
- Competent in mail merge operations to paper and electronic channels
- Experienced in maintaining network security
- Have in-depth knowledge of the Swiss Civil Code, the Swiss Code of Obligations and the Federal Act of 19 June 1992 on Data Protection

#### Desired additional technical skills:

- To fulfil the stand-in role: Have all mandatory and desired additional skills of the Treasurer and the IT & Web Officers
- Have in-depth knowledge of additional areas of Swiss civil and administrative law

#### Membership and National Constituency Administration:

- Process new members by entering their data into the Master Database, initiating the opening individual membership dues accounts in the financial accounts and generating a welcome letter
- Update data on LSE alumnae and alumni in Switzerland and the Principality of Liechtenstein from data updates via our Web site, by researching new addresses on the Web, by reconciling data through Swiss Post and by calling and corresponding with individual LSE alumnae and alumni
- Process membership resignations by issuing e-mail or postal confirmations and by changing data records
- Process membership expulsions because of excessive dues debts
- Respond to all correspondence in connection with entering into, resigning and being expelled from membership and with the updating of data
- Research LSE alumnae and alumni in Switzerland and the Principality of Liechtenstein on the Web, through the social networks and specialized external databases, and recruit them as members; follow-up with non-members

## Backup scenario:

In case no volunteers for the proposed new positions come forward, their duties remain with the Secretary General.

#### Activities and Events Organisation:

- Plan fun, stimulating and unique activities and events for the large LSE alumni community in Switzerland, Liechtenstein and the near abroad
- Identify, invite and accompany School administrative and academic staff, and Swiss and foreign speakers and VIPs, to activities and events

#### Benefits and Services Management:

- Process claims for benefits and services including eligibility verification and the notification of service providers
- Withdraw benefits and services from resigned and expelled members
- Respond to all correspondence in regard to benefits and services
- Re-negotiate and renew contracts with benefit and service providers
- Research potentially new membership benefits and services
- Build approaches to corporate partners and negotiate terms and conditions of new membership benefits and services

#### IT Management and Web Mastering:

- Maintain the Web, e-mail and FTP servers of the SLSEAA including the installation, configuration, upgrading and patching of application software
- Operate the various Web application software
- Develop and update Web content including artwork creation
- Manage the Media Collections of the SLSEAA including photo, video and sound editing
- Maintain the social networking and microblogging sites of the SLSEAA

### Secretary General

(current full scope)

Commitment: 25 to 45 hours per month, can be more

#### Mandatory technical skills:

- Solid know-how and recent experience in relational database development and query design and programming through the Structured Query Language (SQL) preferable in Microsoft Access
- Competent in mail merge operations to paper and electronic channels
- Significant experience with Web content management systems
- Experienced in PHP and other scripting
- Experienced in vector and bitmap graphics creation with Adobe Illustrator, Adobe Photoshop and/or Xara Designer
- Experienced in video production with Adobe Premiere Pro
- Experienced in maintaining network, server and application security
- Experienced with Public Key Infrastructure (PKI) assets
- Have in-depth knowledge of the Swiss Civil Code, the Swiss Code of Obligations and the Federal Act of 19 June 1992 on Data Protection

#### Desired additional technical skills:

- Recent practice in Web server administration within an UNIX operating environment
- Have in-depth knowledge of additional areas of Swiss civil and administrative law

#### Membership and National Constituency Administration:

- Process new members by entering their data into the Master Database, initiating the opening individual membership dues accounts in the financial accounts and generating a welcome letter
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**Personal Communication:**

- Generate electronic and postal mails for mass dispatches including event invitations, reminders and last calls, benefits, services and news announcements, Membership Dues Overviews (MDOs) and dues reminder notices
- Organise the printing of postal mails, visit printers for permissions-to-print and transfer postal mails to Swiss Post
- Act on bounced electronic and postal mails by contacting LSE alumnae and alumni or by researching their new addresses
- Follow developments at the School, the University and British and European higher education and issue news items to the membership

**Member Career Development:**

- Match Mentees with Mentors under the SLSEAA Career Development Mentoring Programme

**General Meeting Organisation:**

- Organise the Annual General Meetings of the SLSEAA
- Assemble the State of the Association report
- Lead the General Meetings

**External Relations:**

- Communicate with the University, the School and other third parties

**Legal and Regulatory Affairs:**

- Ensure compliance of the SLSEAA with current and future federal and cantonal legislation and regulations
- Represent the Association in the Swiss courts
- Verify and maintain the legal agreements entered into by the SLSEAA

**Coordination, Stand-in and Support:**

- Do all work which other Officers fail to do
- Help other Officers with their work

**Special Projects:**

- 1<sup>st</sup> Pan-European LSE Alumni Outing (~70 hours in 2001)
- 2<sup>nd</sup> Pan-European LSE Alumni Outing (~90 hours in 2004)
- 3<sup>rd</sup> Pan-European LSE Alumni Outing (~120 hours in 2009)
- 5 Year Jubilee Campaign (~1'000 hours in 2003/2004)
- LSE Alumnae and Alumni Foundation of Switzerland under establishment (~1'100 hours between 2008 and 2017)
- 2015, 2016 and 2017 Field Trips (between ~70 and ~90 hours in 2015, 2016 and 2017)
- 2018 Field Trip
- 20 Year Jubilee

**Personal Communication:**

- Generate electronic and postal mails for mass dispatches including event invitations, reminders and last calls, benefits, services and news announcements, Membership Dues Overviews (MDOs) and dues reminder notices
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- 2018 Field Trip
- 20 Year Jubilee

**Treasurer**

Commitment: 4 to 8 hours per month, at times significantly more

Mandatory technical skills:

- Solid know-how of financial accounting and reporting
- Recent experience in filing corporate tax returns
- Have in-depth knowledge of the Swiss Code of Obligations, the Federal Act of 11 April 1889 on Debt Collection and Bankruptcy and the Federal Act of 14 December 1990 on Direct Federal Taxation

**Financial Accounting and Services:**

- Manage the financial accounts of the Association, properly accounting for all business transactions of a national non-profit organization
- Collect dues and manage the membership dues receivables
- Issue annually per 30 June an interim balance sheet and expenditure and revenue statement to the Officers of the Association
- Produce annually per 31 December a full end-of-year balance sheet and expenditure and revenue statement for external audit and publication
- Produce periodic statistical reports on financial issues
- Deposit and invest the Association's cash and asset holdings to ensure liquidity but also to maximize income from interest and asset appreciation
- Liaise and meet with the external auditors

**Corporate Taxation:**

- Prepare annually the Association's corporate tax returns and other regulatory prescribed documentation

**Legal and Regulatory Affairs:**

- Ensure compliance of the SLSEAA with current and future federal and cantonal legislation and regulations
- Represent the Association in the Swiss courts

**Activities & Events Officer (Hosting)**

Commitment: because of job sharing, max. 2 hours per month

**Activities and Events Hosting:**

- Staff activities and events and introduce newcomers to Association veterans

**Terms-of-Reference of Elected Non-Officer Positions**

Task colouring:

Critical for business continuity respectively legally mandated	Important for long-term health	Non-critical
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**Member of the Board of the LSE Alumnae and Alumni Foundation of Switzerland** in the role of authorized representative(s) of the Swiss LSE Alumni Association

Commitment: 2 to 25 hours per month

**Fundraising:**

- Write up pitches, Web content and marketing material
- Contact and follow-up with potential donors

**Donor Stewardship:**

- Write and postal mail thank you and donation receipts
- Update the donor roll

**Scholar Servicing:**

- Onboard and support new scholars
- Follow up on post-scholarship reports

**Asset Management:**

- Implement asset reallocations
- Liaise with financial institutions

**University Relations:**

- Connect with key personnel at the federal and cantonal higher education institutions
- Hang up posters
- Distribute flyers

**Financial Accounting:**

- Manage the financial accounts
- Report on financials
- Coordinate with external auditors

**Web Site Administration:**

- Maintain Web server software
- Post new content, update old content
- Administer user accounts

**Other Management Functions**

- Organize and prepare Board meetings
- Assemble the Annual Reports
- Liaise with the federal and cantonal governments