

DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
DEVELOPMENT	7	
FUNDING	2	
NUMBER	002	

AQUILA ASSOCIATION MEMBERSHIP PROCEDURES

Parent Policy Title	Aquila Association Membership Policy																	
Associated Documents	Gift Procedures																	
Preamble	<p>The Aquila* Association is the mechanism by which La Trobe University will reconnect with the special group of individuals who made a significant impact on the University during its 40 year history and/or those that will assist in the ongoing fulfilment of the University's mission. The Aquila Association will support the work of the La Trobe University Foundation and further work of the La Trobe University Alumni Relations program.</p> <p style="text-align: right;"><i>*Aquila = Eagle, in Latin</i></p>																	
General	The management of the Aquila Association is the sole responsibility of the University Development Office. Other organisational units within the University may propose but may not invite individuals to become members of the Association.																	
Table of Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Aquila Membership pool</td> <td>1</td> </tr> <tr> <td>Invitations to potential members</td> <td>2</td> </tr> <tr> <td>Membership collateral</td> <td>3</td> </tr> <tr> <td>Nominating potential members</td> <td>4</td> </tr> <tr> <td>Program of events for members</td> <td>5</td> </tr> <tr> <td>Briefings for Senior Executives</td> <td>6</td> </tr> <tr> <td>Follow up on events</td> <td>7</td> </tr> </tbody> </table>		Item	Section	Aquila Membership pool	1	Invitations to potential members	2	Membership collateral	3	Nominating potential members	4	Program of events for members	5	Briefings for Senior Executives	6	Follow up on events	7
Item	Section																	
Aquila Membership pool	1																	
Invitations to potential members	2																	
Membership collateral	3																	
Nominating potential members	4																	
Program of events for members	5																	
Briefings for Senior Executives	6																	
Follow up on events	7																	
1. Aquila Membership Pool	The University Development Office will determine a suitable pool of members for the association, using the council approved membership criteria. This list will be presented to the Vice-Chancellor for his consideration. The Vice-Chancellor shall approve the membership of the Aquila Association.																	
2. Invitations to potential members	The Development Office will prepare an invitation to all potential members of the Aquila Association, from the Vice-Chancellor, highlighting the benefits of membership and inviting an opt out for those who do not wish to be part of the Association.																	
3. Membership collateral	The Development Office will prepare membership badges and membership cards for all those that agree to join the Association. The Development Office will maintain a database of information on members, including their contact information and areas of interest within La Trobe University.																	

DOCUMENT TYPE	D	
ADMINISTRATIVE	5	
DEVELOPMENT	7	
FUNDING	2	
NUMBER	002	
		Policy Database Document Reference Number 572002D

4. Nominating potential members	Individuals or groups (such as a campus, faculty or division) within the University may nominate potential members to the Aquila Association. The Development Office will assess the proposed member against the defined criteria and forward suitable nominations to the Vice-Chancellor for approval.
5. Program of Events for Members	<p>The Development Office will be responsible for a developing a program of events for Aquila members each year. These events may or may not tie in with events being organised by other areas of the University (such as Alumni, Faculty or Campus events etc).</p> <p>The Development Office will be responsible for managing all specific Aquila Association events.</p>
6. Briefings for Senior Executives	At functions hosted by members of the Senior Executive, to which Aquila members have been invited, the Development Office will be responsible for briefing the Senior Executive with relevant information on the members.
7. Follow up on events	The Development Office is responsible for following up on events held, to thank participants, progress further engagement activities discussed etc.
Status	New. This procedure replaces any procedures for fundraising formally in place within the organisation and works in conjunction with procedures outlined in the Staff Guides for the administration of monies raised through fundraising.
Approval Body	Senior Management Committee – July 2008
Initiating Body	
Definitions	
Date Effective	July 2008
Next Review Date	January 2010
Keywords	Development, fundraising, alumni, distinction, foundation
Owner/Sponsor	Executive Director, Business Development
Author	Executive Officer, La Trobe University Foundation
Contact person	Development@latrobe.edu.au