

**The aim of the OM Club may be summarised as:  
To continue to *promote the welfare of Monkton (Combe School) by strengthening the links between Old Monktonians and the School.***

In particular the OM Club shall seek to:

1. To keep OMs **informed** of developments at the school, and of OM news;
2. To facilitate ongoing **relationships** between OMs, and between OMs and the school;
3. To enable OM **Clubs** (such as the OM Cricket Club) to prosper and be accessible to all OMs;
4. To assist OMs by helping them to meet/**contact** other OMs for the purposes of mutual support, careers guidance or other interest;
5. To support the school in seeking to continue to **support** OMs in their gap year, and university experience.

**The Job Description of the General Secretary (in this document OMGS) shall therefore be:**

**Liaison with the OM Advisory Board/Committee:**

OMGS will organise at least annual meetings of the OM Advisory Board/Committee, to consult/update members of the Advisory Board/Committee regularly on all matters of substance.

(S)he will further give due regard to the views of the OM Advisory Board/Committee in organising all aspects of the OM Club.

The OMGS will ultimately be answerable to the Principal, who will be his/her line manager. while also giving account of his/her activities/work to the OM Advisory Board/Committee, who will play a central role in the OMGS appraisal.

The role of the OM Advisory Board/Committee will be to represent the views and opinions of OM's, and to support, guide, advise, caution, and monitor the work of the OMGS.

**Information**

OMGS will be responsible for:

- the publication of the OM Gazette and Bulletin or such publications as may succeed them, but not necessarily the editing thereof;
- the contents of the OM section of the website, but not necessarily the layout or technical aspects;
- the collation and publication of OM news, of individuals, of clubs, and of events.
- arranging meetings of the OM Advisory Board/Committee
- planning and advertising OM Days, dinners, events, reunions etc.
- communicating and maintaining contact with OM's (as widely as possible).

**Relationship**

OMGS will seek to accomplish this by means of:

- Consulting on the schedule of events for each year with the Advisory Board/Committee
- Organising the events consequently agreed, with the help of The Alumni Officer to ensure that:
  - OMs have a selection of opportunities to attend, likely to appeal to different ages and stages.
  - Such events are well-advertised, well designed and well executed.

**Clubs**

OMGS will be responsible for:

- the support and extension (where possible) of OM Societies and Clubs, such as OMCU, OM Cricket Club etc. and their associated events;
- encouraging and enabling the participation of OM Clubs in such events as the Brewer Cup, the Arrow Trophy, the Halford Hewitt Competition etc.
- Providing opportunities for OMs to return to the school to play sport against the pupils, where appropriate – eg Hockey, Cricket etc.

**Contacts**

OMGS will act as a communication hub for OMs seeking to make contact with each other, and as a means by which OMs may be referred to each other for advice etc, subject to the constraints OMs may have placed on the release of their contact details.

**Support**

OMGS will visit OMs at university, averaging 3 per term, on a 3 year rotation (thereby visiting 27 universities in every 3 year cycle).

These visits to be for the following purpose:

- To maintain the relationship between OMs and the school , and to facilitate the meeting of OMs in university towns and cities;
- To learn about the experience of OMs at university, and to put current OMs in touch with current pupils considering applying to the same universities;
- To advise the school concerning the quality of preparation of pupils for university life, and for their degrees.

### **Finance of the OM Club**

OMGS will be responsible for the OM budget, established to subsidise events for younger OMs, publications, travel, entertaining, meetings and stationery.

The part-time salary of the OMGS and the necessary finances for the conduct of the OM Club, its publications and activities, will be provided by the School as part of its annual budget. This will be regarded as a service to all OMs, from whom no subscription will be required.

Payment will be required for certain events such as dinners, age-group reunions etc.

Position	Role	Responsibility	Appointment	Tenure
President of OM Club	To chair OM Advisory Committee/Board	<ul style="list-style-type: none"> <li>• To act as sounding board and provide advice for General Secretary</li> <li>• Formal sign off of annual plan</li> <li>• As communication point for OM constituency</li> <li>• To represent OM Constituency</li> <li>• To serve one year on Committee (without vote/as an observer/supernumerary member) before taking up role</li> </ul>	Names to be sought by article in Gazette* elected by OM Advisory Board/Committee <i>*Or such publication as succeeds it, such as the OM News/Gazette section of the proposed/planned new publication'</i>	2 years
Members of Advisory Committee/Board	To advise President and General Secretary, ensuring that programme of activity, expenditure of resources, and all means of communication with OMs are well directed to meet the needs of the OM Constituency. By doing so, to be the key means by which continuous and ongoing consultation takes place, and to whom accountability for OM affairs is given (see OM Sunday event – right).	<ul style="list-style-type: none"> <li>• Formally to sign off programme of events on annual basis</li> <li>• Formally to recognise and comment on the budget for OM Club</li> <li>• To review progress against a development plan</li> <li>• To advise how resources should be allocated to agree agreed aims of the OM Club</li> <li>• To agree and make Lace Travel Grants</li> <li>• To receive annual report from General Secretary</li> <li>• To host and present annual report to OMs on OM Sunday and take Q&amp;A session with them (with President and OMGS)</li> <li>• To have formal role in appraisal of General Secretary, via anonymised feedback from members of the OM Club</li> </ul>	<p><i>To be selected by a sub-committee composed of: OM President, OM General Secretary, OM link Governor, Principal (non-voting), following recommendations being sought from all OMs.</i></p> <p><i>Wherever possible, each member of the OM Advisory Board/Committee to represent a decade of the history of the school, either as pupil or member of staff). i.e. At the outset, one each from the leavers of the 1960's, 70's, 80's, 90's and 00's.</i></p> <ul style="list-style-type: none"> <li>• To be composed initially of at least two members of OM Executive Committee 2009.</li> </ul>	To serve for a maximum of five years.
Link Governor	To give the OM Advisory Board/Committee direct access to Governors	<ul style="list-style-type: none"> <li>• To be invited to attend OM Advisory Board/Committee meetings as necessary</li> <li>• To attend OM events at least once per year</li> <li>• To publish contact details in OM Gazette</li> <li>• To report annually to Board on effectiveness of running of OM Club</li> </ul>		To serve any appropriate term.