

## **EMBL Alumni Relations programme and the EMBL Alumni Association Board**

### **EMBL Alumni Relations**

The EMBL Alumni Relations programme is built to advance EMBL and the relevance of life science research in the scientific community and society at large, by fostering connections between the Laboratory, its member states, current EMBL staff and alumni as well as the public.

All of these activities benefit from the dedicated support of the EMBL Alumni Association and its board members.

The EMBL Alumni Relations programme is headed by Mehrnoosh Rayner and overseen by the EMBL Director, Matthias Hentze.

### **The EMBL Alumni Association board – composition – election – responsibilities**

The EMBL Alumni Association (EAA) board is a supportive and resourceful group of alumni that is representative of the EMBL alumni body in terms of gender, nationality, EMBL staff category, unit and site as well as current career levels, work sectors and fields of work.

To optimally achieve this, the board has the possibility to co-opt additional candidates, provided they represent an area otherwise poorly represented on the board. Typically, the board size does not exceed 12 members.

Members of the EMBL Alumni Association board must be members of the EMBL Alumni Association (EAA). They are elected for a term of four years by EAA members, and may stay in office for a maximum of two terms. The Chair, two Vice Chairs and Treasurer are the four legal representatives of the EAA board who are elected to these positions at the four-yearly elections. They work particularly closely with the EMBL Alumni Relations Office dealing with Association and financial matters on a regular basis (in person, via e-mail, phone or Zoom).

Board members serve as ambassadors for EMBL across its six sites, developing initiatives and programmes that help EMBL fulfill its missions and support lifelong connections to alumni.

Board members are asked to:

- attend two board meetings a year (details provided below),
- suggest and support meaningful initiatives and actions,
- give critical feedback on EMBL activities,
- help organise and promote alumni activities, events, and networks, and
- select award winners (currently for the John Kendrew and Lennart Philipson Awards).

### **Statutes**

The EAA statutes are available online in English, German and French at:

[www.embl.org/alumni/statutes](http://www.embl.org/alumni/statutes)

### **EMBL Alumni Association Board meetings**

EMBL Alumni Association board meetings are held twice a year, once at EMBL headquarters in Heidelberg, to coincide with EMBL Lab Day and the Alumni Award Ceremony, and once at an EMBL site ending with a reception for all staff on campus as well as local alumni.

The dates are known over a year in advance, and are typically on a Thursday-Friday in January/February (rotating between the six sites, excluding Heidelberg) and July (at EMBL Lab Day, Heidelberg).

The new EAA board will begin in January 2024 for a term of four years. The next EAA board elections will take place in 2027.

### **Locations of EMBL Alumni Association Board meetings from 2024 onwards**

Friday 2 February 2024

EMBL Hamburg

Friday 5 July 2024

EMBL Heidelberg

### **Reimbursement for EAA board meetings**

Board members in Europe are reimbursed by EMBL for their travel and accommodation costs to attend EAA board meetings. Some board members are able to forgo this reimbursement, and in these cases, EMBL donates the reimbursement amount to the EAA Fund. For board members outside of Europe, we can only reimburse the equivalent of an economy flight in Europe, while we will make every effort to ensure that your virtual participation is possible.

### **Confidentiality agreement**

As part of your volunteer role as a member of the EAA board, you will be exposed to information that EMBL considers confidential, for example alumni award applications and lists of alumni. We refer to this and all confidential or proprietary information relating to your role and disclosed or made available to you, on paper, electronically, verbally, or otherwise as Confidential Information. We thank you for handling all such information confidentially and only in relation to the Purpose of your role, and for returning and destroying these when requested.

We would not consider as Confidential Information anything that you already knew before your volunteer effort or that you received from someone else, or that became generally available to the public.

We ask all volunteers to accept their roles with an understanding of the EMBL handling of Confidential Information as mentioned above.