



Murray Edwards College

founded as New Hall

Role Profile for Year/Regional Representatives

This document outlines the roles of a year/regional representative, and how the development office team at the College can help you.

If you have any queries please contact the Development office newhallsociety@murrayedwards.cam.ac.uk or the alumnae relations officer, Jane Mumford jane.mumford@murrayedwards.cam.ac.uk

The main role of a year/regional rep

- Act as a point of contact for alumnae in your year/region and help them to keep in touch with each other
- Circulate communications from the College and promote awareness of New Hall Society activities, plans, and alumnae benefits
- Arrange gatherings of the group at least once a year, either at the College or wherever is more convenient – this could include asking alumnae if they would like to be included in a WhatsApp group
- Help the College to reconnect with alumnae who have lost touch by using the year network to encourage alumnae to keep the College up to date with contact details
- As a possible reunion activity: ask alumnae to send in stories/memories/photos to create a shared book [Kindle Direct Publishing on Amazon](#)

How the New Hall Society and College supports volunteers

- After you have signed a Data Protection Agreement, the development office team can provide you with the names and details of contactable alumnae in your year/region
- Reps are entitled to attend all Formal Halls (except special dinners) free of charge in addition to the standard entitlement of members of the New Hall Society (three per year)
- Reps are invited to join the summer Donor Garden Party, so we can thank you for your contribution as a volunteer
- Help you with arrangements for group events at the College. Please contact us
- On request for a new set of data the college will provide this to you within 5 working days
- We can help you book other venues for your gatherings and can help with the initial deposit and/or administer tickets if required
- You are welcome to use the college's Zoom account if required – contact us for co-host rights

Confidentiality and Data Protection

The College is obliged to meet the requirements of the Data Protection Act 2018. All Reps are required to sign and return the Volunteer Data Protection Agreement attached to this Role Profile.

Tool kit for College Representatives

We hope the ideas below will provide you inspiration for activities to involve alumnae and their families.

London venues for group events

Some of the following venues may offer discounts – but you need to be a member to claim these.

- Oxford and Cambridge Club <https://oxfordandcambridgeclub.co.uk/>
- University Women's Club <https://www.universitywomensclub.com/>
- Slone Club <https://www.sloaneclub.co.uk/the-club/>
- Welcome Collection <https://wellcomecollection.org/>

College events and accommodation

- College accommodation can be booked on Speedybooker:
 - <https://www.speedybooker.com/en-GB/vendor/murrayedwards>
 - Very few rooms are available in term time
 - For some alumnae events hosted at the College, a code is provided for booking on Speedybooker to access reserved rooms at the alumnae rate
- Members of the New Hall Society are entitled to three free Formal Hall meals per year (not including special meals). Guests can be welcomed at the College guest price. Alumnae tickets are sometimes limited so must be booked in advance. Contact Jane Mumford to arrange booking and to discuss options for groups larger than six.
- Alumnae are entitled to 10% discount on event bookings at the College for parties, dinners, conferences and weddings. For availability and prices, please contact the Events manager events@murrayedwards.cam.ac.uk
- The New Hall Art Collection is open free of charge seven days a week to all visitors. Guided tours of the collection can be arranged for groups (for a small fee which can be waived by agreement). Please contact the Art Curator art@murrayedwards.cam.ac.uk
- The Music Society hosts regular events and performances in term time, to which alumnae are warmly welcomed. Details of forthcoming events can be found on the [college website](#)

Ideas for activities in Cambridge with family or alumnae

- Watch your email inbox for the alumnae e-newsletter which often has details of events
- To make sure you hear about University alumni events, sign up to the [university alumni newsletter](#).
- Sign up to the [New Hall Art Collection Newsletter](#) for information about the collection, upcoming events and exhibitions
- Receive discounts in shops, bars and restaurants with your [Camcard](#)
- Book a [Cambridge tour](#) when visiting with those new to Cambridge

Schedule of regular college and alumnae events

March	International New Hall Society Day – a series of activities celebrating women's achievements
July	Family day – enjoy a picnic in the gardens
September	Alumnae Weekend – annual reunion dinner and a festival of lectures and tours across the University
All year	Fellows Lectures – a new series of online events with news of research and literature from our Fellows

For details of activities for alumni from the whole university

<https://www.alumni.cam.ac.uk/>

To find other alumni groups around the world

https://www.alumni.cam.ac.uk/get-involved/find-an-alumni-group?utm_medium=web&utm_source=get-involved