

Memorandum of Understanding between Redmaids' High School and the Red Maids Society


Following the decision to transfer the management and funds of the Red Maids Society to Redmaids' High School, and for the Society to be absorbed into the alumnae arm of the Development Office, the following memorandum is the result of proposals put to members at the Annual General Meeting on 20th May 2023.

The Development Officer will: -

- Continue to update the membership database. Members can (and are encouraged to) manage their own personal information on Red Maids Connect. The Society's own database is mirrored in the wider Connect community. The Society will therefore take its membership database offline and cease to be a data controller.
- Send out regular electronic communications with news and events from school and alumnae. This will include news stories and notification of events which will be published on social media channels, Red Maids Connect and directly in e-newsletters.
- Create a printed newsletter with school and member news (with news from the wider Red Maids' alumnae community when deemed of interest), to be mailed annually to those members (groups to be determined by the school) not reached by electronic media.
- Collect news and information from the membership for inclusion in news stories on social media or printed newsletter.
- Act as first point of contact, answering member queries or engaging with those wishing to reconnect with school and contemporaries, offering tours/visits etc where appropriate.
- Organise and support reunion events for all alumnae including Society members and facilitate year group reunions where possible.
- Support advertising of smaller social events such as the Carol Evening which may be organised by members for their friends and contemporaries.
- Maintain contact with members by remembering their significant birthdays via email or social media. Specific age groups to target to be decided by the school.

The current Committee of the Society will stand down at the handover of the Society but will be available to support the Alumnae Officer moving forwards.

On behalf of Redmaids' High School 
Laura Beynon Senior Deputy Head

On behalf of The Red Maids' Society 
Zita Matthews Chairman

Signed on 20/09/23 in the presence of Jo Downing, Development Officer and the current Committee members in attendance at the meeting.