



Records of the Guild of Graduates

**Finding
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Records of the Guild of Graduates

UB/GG

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c1906-2018

Records of the Guild of Graduates (renamed Guild of Graduates and Alumni Association in 1988) comprising minutes and meeting papers; incomplete financial records; administrative files relating to Laws and Constitution; papers relating to fund-raising, travel bursaries, prizes, the Careers Fair, social events, and the Joint Standing Committee of Convocations (later Conference of University Convocations); publications including the Register of Graduates; fragmentary membership records; and partial records of local branches. Most of the records date from 1907 to 1988 although there are some publications and minutes dating from 1989 onwards.

The collection provides information about the activities and concerns of graduates, the relationship between graduates and the University, and the development of alumni relations as a professional division of the University.

Administrative history: The Guild of Graduates was an organised association of graduates of the University of Birmingham. It was created in 1900 under the terms of the University's Charter of Incorporation to provide graduates with a means of communicating with the University and promoting their common interests. It appears there were no Guild of Graduates activities until 1907, when a Committee was formed and a constitution written. In the same year the Guild of Graduates held its first social events. Initially membership was optional and graduates paid a fee to join but from 1923 membership was automatic upon graduation and the Guild of Graduates received a portion of student graduation fees. After the Second World War the Guild of Graduates received a per-capita grant based on the number of new graduates directly from the University.

The Guild of Graduates was run by a General Committee made up of graduates elected by the membership. Members of the General Committee represented graduates on

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University committees, including the Court of Governors and Council, and at national conferences of alumni associations. The General Committee appointed sub-committees to research subjects of particular interest to graduates, for example educational and employment issues, and reported their findings to the University and the graduate community. The General Committee also established sub-committees to oversee particular functions of the Guild of Graduates such as social events, publications, and the Careers Fair. The Guild of Graduates was responsible for maintaining records of all graduates; these records were published in the Graduate Register and the contact details were used for circulation of an annual newsletter, established in 1911. The Guild of Graduates also fostered graduate support for the University. In 1928 it established the University Fund, through which graduate donations were allocated to building projects, student hardship funds and student travel bursaries. During the 1960s it supported the University's fund-raising for the Priestley Centre at Coniston. From 1973 it ran an annual Careers Fair using graduate volunteers as advisors. In the 1980s the Guild of Graduates conducted surveys to provide the University with information about graduate career paths and achievements. The Guild of Graduates also administered the Vaughan bequest and a number of prize funds.

As well as the central administration of the Guild of Graduates a number of local, independently-run graduate associations were established in the UK and overseas (e.g. London and Cairo) during the 1920s and 1930s, but most activities tailed off during the Second World War. In 1947 the 'Active Membership' scheme was set up for those who wished to receive regular updates and event invitations, but the scheme foundered due to organisational difficulties and lack of interest. Following a review in 1965 the Guild of Graduates began to operate a branch structure which led to the creation of organisations in Exeter, Bristol, Manchester, and overseas. The Active Membership

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scheme was effectively replaced by the Midland Branch. Branches elected their own officers, and branch chairmen sat on the Court of Governors. The creation of branches allowed the General Committee to concentrate on the AGM and events which would appeal to all graduates.

As the graduate body expanded the Guild of Graduates' costs rose whilst its income (based on the number of new graduates each year) remained fairly consistent. In 1985 the Guild of Graduates formally requested an increase in funding from £7 to £25 per new graduate. This request was denied, leaving the Guild of Graduates under increasing pressure to generate its own income. Major change came about following the appointment of Professor Michael Thompson as Vice Chancellor in 1987 and David Holmes as Registrar and Secretary in 1988. After discussions with Guild of Graduates President Jane Lodge, it was proposed that responsibility for graduate relations and activities should be taken over by the newly created Alumni Relations Office, which would be staffed, financed and managed by the University, and operated in line with the wider public relations policy. This proposal was passed at the AGM in 1988, along with a change of name to the Guild of Graduates and Alumni Association. Under the new arrangements, the Alumni Affairs Office (later Development and Alumni Relations Office) took charge of matters such as communication, events, and fund-raising. The Guild of Graduates and Alumni Association elected representatives on the Alumni Affairs Committee, as well as the University Court and Council. After the dissolution of the Alumni Affairs Committee in 2000, the President of the Guild of Graduates and Alumni Association made an annual report to the Vice-Chancellor. The Guild of Graduates and Alumni Association still elects representatives to the Court of Governors but since 2000 it can only nominate members to the Council. The Guild of Graduates and Alumni Association operates alongside the Development and Alumni Relations Office

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and its members take part in events such as reunions and degree congregations.

Information from: records of the Guild of Graduates; Gwendoline Carlier, 'Diamond Jubilee History of the Guild of Graduates' (1968); Norman Jackson 'Guild of Graduates 1967-1988, Guild of Graduates and Alumni Association 1988-2007, from the Diamond Jubilee to the Centenary' (2007).

Arrangement: The records are arranged in the following series:

- A: Minutes and meetings papers
- B: Financial records
- C: Policy and administrative records
- D: Correspondence
- E: Publicity records
- F: Records of Guild of Graduates activities
- G: Membership records
- H: Publications
- I: Records of Guild of Graduates branches
- J: Records of Guild of Graduates social activities
- K: Records relating to Conference of University Convocations
- L: Guild of Graduates ephemera

31 standard boxes and 1 large box

Access: Open

Copyright: Permission to make any published use of any material from the collection must be sought in advance in writing from the Director, Cadbury Research Library: Special Collections (email: special-collections@bham.ac.uk). Identification of copyright holders of unpublished material is often difficult. The Cadbury Research

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Library: Special Collections will assist where possible with identifying copyright owners, but responsibility for ensuring copyright clearance rests with the user of the material.

Language: English

Creator name: University of Birmingham
Guild of Graduates

Custodial history: The collection has been brought together from material already held in Cadbury Research Library as part of the University Collection and University Archive, with the addition of material deposited by individuals or transferred by the Guild of Graduates and Alumni Association.

Archival notes: Catalogue prepared in compliance with General International Standard Archival Description, ISAD(G), second edition, 2000; National Council on Archives Rules for the Construction of Personal, Place and Corporate Names, 1997; and in-house cataloguing guide-lines.

Related material: Cadbury Research Library also holds the records of the Guild of Students (UB/GUILD).

UB/GG/A	Minutes and meeting papers	1907-2015
	<p>Records of the Guild of Graduates General Committee, Executive and Finance committee, sub-committees, and inter-branch conferences 1907-1988 (gaps in the sequence are indicated at file level). Minutes of the Guild of Graduates AGM up to 1976 are inter-filed with the General Committee minutes. There are no surviving records of AGMs 1977-1988 except for a set of draft minutes for 1986 found at UB/GG/A/3/4. The minutes of AGMs from 1989 onwards are stored in a separate sequence under the Guild's new title (Guild of Graduates and Alumni Association).</p>	
	14 boxes	
	Access: Open	

Records of the Guild of Graduates

UB/GG/A/1

General Committee and AGM minutes

1907-1988

Minutes and meeting papers of the General Committee 1907 to 1988, and AGMs 1907 to 1976. Gaps in the sequence are indicated at file level. The minutes include various meeting papers such as agendas, reports from sub-committees, minutes of and reports on the Joint Standing Committee of Convocations (Conference of University Convocations from 1954), and from 1965 onwards, extracts from minutes of the Executive and Finance Committee. The minutes also contain an incomplete series of accounts and financial documents; ephemera relating to Guild of Graduates events such as leaflets, attendance lists and menu cards; press cuttings; Guild of Graduates publications; University reports; summaries of survey results; correspondence and some reports of University Fund bursary recipients.

For the first twenty years the General Committee's main concerns were establishing a system of membership of the Guild of Graduates, encouraging graduate participation, organising the AGM and Degree Day Luncheon, and publishing the Register of Graduates. Another significant topic of discussion was the creation of the Combined English Universities Constituency and Joint Standing Committee of Convocations in 1918; the Committee's continuing involvement with the JSCC is recorded in subsequent years. The issue of electoral representation resurfaces in 1930 (when the Electoral Reform Bill threatened to end the University Constituency) and again in the late 1940s, with the University Constituency eventually being abolished in 1950.

By 1930 the General Committee was overseeing more social events but was less involved in Degree Day celebrations, which were largely run by the University. The minutes show that the Committee was engaged with broader social and educational matters. They discussed issues affecting graduate employment, such as the Poisons Bill of 1933 and Oxbridge bias in the

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recruitment of teachers. During the Second World War the Committee discussed National Service as it impacted upon graduates, the best employment of graduates during the war, and possible unemployment afterwards. The minutes also show the Committee's involvement with the 'Overseas Club' based at Edmund Street, which ran courses, lectures and social events for allied forces. The Guild of Graduates investigated and reported on army education and the University's role in preparing individuals who intended to go to university after completing their service. In 1943 the Committee set up an Education sub-committee to examine changes to teacher training, and in 1944 another sub-committee was created to investigate Adult Education. After the war the Committee set up sub-committees to investigate the future of higher technological education, 'the aims and objects of a University', and also became interested in liberal education and the University's role in producing 'rounded' graduates. In the 1960s the Committee began discussing the possibility of a 'graduate centre' on campus, an idea which persisted but was not achieved.

The Committee discussed University affairs such as the closure of workshops in the Mechanical Engineering department, the interruption of courses due to the war, the election of new Chancellors, and the shortage of student accommodation. As members of wider University committees, they contributed to discussions on University governance, teaching, and campus developments, and the minutes contain records of the Committee's response to student political action in the late 1960s. The Committee also considered questions such as the role of the University in the community and University funding.

The Committee discussed the running of the Guild of Graduates and its role within the University. The minutes contain records of Guild of Graduates activities such as the foundation of the University Fund, and reports of Careers Fairs. Some subjects remained

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consistent concerns of the Committee, particularly the maintenance of the Graduate Register, publicity and graduate engagement, and the Guild of Graduates' finances. From the 1960s onwards the Committee discussed fund-raising and the possibility of a more professional approach to graduate relations, which ultimately led to the formation of Alumni Relations Office in 1988.

AGM meetings were open to all members of the Guild of Graduates. At AGMs the General Committee reported on the activities of the Guild of Graduates, and presented the Secretary's Report and accounts. Changes to the Guild of Graduates constitution and laws were discussed and confirmed, and Committee members elected. Nominations were made by the retiring General Committee and members could send in their own nominations in advance of the AGM.

Administrative history: The General Committee was responsible for the overall running of the Guild of Graduates and for representing the views of its members to the University. It was made up of graduates (at least one from each faculty) who undertook their duties on a voluntary basis. The General Committee was elected by the Guild of Graduates membership at the AGM. The General Committee consisted of the officers of the Guild of Graduates, ordinary members, Guild of Graduates representatives on the Court of Governors (who were elected every three years) and, from 1927, Guild of Graduates representatives on the University Council.

When the first General Committee was appointed in 1907, the officers consisted of a Chairman, Vice-Chairman, and Secretary (the positions of Chairman and Vice-Chairman were sometimes referred to as President and Vice-President, the latter terms being used consistently from the 1930s onwards). In 1926 the Secretary was made Secretary and Treasurer but these roles were separated and the first Treasurer was elected in 1930 (this position became 'Comptroller of the

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University Fund' in 1965). The roles went through many permutations with the addition of positions such as Assistant Secretary, Assistant Treasurer, Editor of the Newsletter, and Honorary Auditor added at various times. In 1914 the number of ordinary members was increased from four to six, and included a representative from the Guild of Undergraduates. In return a representative from the General Committee sat on the Committee of the Guild of Undergraduates.

Initially the Guild of Graduates had two representatives on the Court of Governors. Changes to the University Charter in 1927 granted the Guild of Graduates one representative per 250 graduates so that by 1975 they had almost 50 representatives, all of whom qualified as members of the General Committee. From 1927 the Guild of Graduates also had one representative on the University Council, which was increased to two in 1953. Further changes to University governance meant that from 1976 the Guild of Graduates elected 3 members to the Council and 40 representatives (including the Branch Chairmen) to the Court of Governors (eight members elected annually all serving for 5 years).

The General Committee received reports from its representatives on the University Council and Court of Governors, as well as representatives on other bodies such as the Appointments Board, Developments Committee, and Conference of University Convocations Executive. The General Committee also received reports from sub-committees, and was responsible for ratifying, rejecting or amending the recommendations of the Executive and Finance committee after its creation in 1965.

At first the General Committee met 3-5 times a year, but the frequency of meetings increased over time, and in 1930 the Committee resolved to meet every month during term time. The meetings were held at Edmund Street until 1947, when the Committee began holding more meetings at

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Edgbaston in order to increase their visibility to current undergraduates. The Guild of Graduates did not have an office until 1965, when it was given space in the Law department and began employing administrative staff to support its activities.

After changes to the Guild of Graduates in 1988 the General Committee was disbanded. At the AGM in 1988 the Guild of Graduates elected a President and three Vice-Presidents to sit on the Alumni Affairs Committee, and representatives on Court and Council, but no ordinary members. In 1991 the election of six ordinary committee members was re-introduced. There are no surviving records of the committee post-1988 except two sets of minutes (1996 and 2003) found in the Guild of Graduates and Alumni Association AGM minutes (UB/GG/A/2/1).

7 boxes

Access: Open

UB/GG/A/1/1 General Committee minutes 1907-1931

The opening pages of the volume report on the first two meetings of the Guild of Graduates [17 January 1907 and 8 March 1907]. At these meetings the Constitution of the Guild of Graduates was drafted and the first Committee elected. The Constitution and Ordinances of the University relating to the Guild of Graduates are entered into the minutes.

The rest of the volume contains signed minutes of the General Committee, 16 May 1907 to 17 February 1931. In March 1911 the Committee arranged for Guild of Graduates notices, reports and annual Newsletters to be published in The Mermaid; the agreement with the Mermaid is inserted into the minutes.

1 volume

Access: Open

UB/GG/A/1/2 General Committee minutes 1931-1933

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Signed minutes of meetings 1 June 1931 to 28 September 1933.

The minutes for 5 May 1933 include the 'Report of the Joint Committee of Representatives of the Finance Committee and of the Guild of Graduates on the Future Organisation of Degree Day Luncheons'. The back of the volume contains 'General Notes on Socials etc. & Secretary's Duties etc.' plus loose pages of manuscript notes on finance. Much of the volume is unused.

1 volume

Access: Open

UB/GG/A/1/3 General Committee and AGM minutes 1907-1936

The opening pages of the volume duplicate the information given in UB/GG/A/1/1, recording the first two meetings of the Guild of Graduates, Ordinances of the University relating to the Guild of Graduates, and the Constitution of the Guild of Graduates.

This is followed by signed minutes of AGMs 1907-1914 and 1918-1932 (AGMs were suspended during the First World war) and summaries of Degree Day lunches, 1907-1913 and 1920-1929 (in 1914-1919 the lunches were cancelled due to the death of Joseph Chamberlain and then the war). News clippings about the Degree Day lunch are included for years 1921 to 1928. The volume contains minutes of two Special Meetings, held on 14 June 1914 and 1 October 1914, to discuss the new Combined English Universities Constituency and the founding of the Joint Standing Committee of the Convocations (JSCC).

The remainder of the volume contains signed minutes of the General committee, 25 October 1933 to 8 December 1936, and signed AGM minutes 1933 to 1935. Inserted in the minutes are a press-cutting from the Birmingham Post about the Pro-Chancellor's speech at the AGM in 1934, and on 28 May 1936, the Guild's resolution regarding the Poisons Bill 1933, which was presented to the

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JSCC.

1 volume

Access: Open

UB/GG/A/1/4 General Committee and AGM minutes 1937-1947

Signed minutes of General Committee meetings 25 January 1937 to 28 October 1947 and AGMs 1936-1939 and 1943. The records indicate that AGMs were held in 1940, 1941, 1942, spring 1945 (deferred from 1944), December 1945 and 1946 but there are no surviving minutes.

The 'Interim Report of Sub-Committee on "Poisons"' is inserted in the minutes of 17 March 1937.

1 volume

Access: Open

UB/GG/A/1/5 General Committee and AGM minutes 1947-1955

Minutes of General Committee meetings 16 December 1947 to 8 November 1955 and AGMs 1947-1948 and 1950-1954 (plus agenda and attendance sheet for AGM 1955). The minutes indicate that an AGM was held in November 1949 but there are no surviving minutes. The minutes in this volume are not all signed.

The minutes include sub-committee reports on 'The Aims and Objects of the University with Reference to the District Which it Serves' (October 1949); 'Higher Technological Education' (November 1951); the parliamentary representation of graduates (March 1953 - following a survey conducted by the Guild of Graduates); and the advisability of publicising the conclusions of the Conference of University Convocations (December 1954). Other papers relating to the Joint Standing Committee of Convocations (later Conference of University Convocations) include a report by Edna Rideout of the University of Liverpool Convocation, entitled 'The Problem of

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Students from Uncultured Homes' (May 1948); copies of the AGM minutes 1952 and 1955; and a draft of the revised constitution and bye-laws of the CUC (December 1952).

The minutes also include reports on internal matters: 'Report of the sub-committee formed to consider methods for securing contacts between graduates and undergraduates' (December 1947), and 'Future Policy of the Development and Strengthening of the Guild of Graduates' (summer 1955). The minutes for 1954 include a report on a production of *The Mikado* by the short-lived Guild of Graduates Opera Group.

1 volume

Access: Open

UB/GG/A/1/6

General Committee and AGM minutes

1955-1961

Minutes of General Committee meetings 13 December 1955 to 7 November 1961 and AGMs 1956-1960. The majority of minutes are signed.

The volume contains a number of documents relating to student accommodation: 'Lodgings Warden's Report' (February 1956) and later that year 'Is a New Approach Necessary to the Problem of Student Lodgings? A Memorandum Submitted by the Convocation of the University of Leeds'. In October 1957 the minutes include notes from an ad-hoc sub-committee on 'the problems of halls of residence', and on 20 May 1958 they contain a memorandum from the Vice-Chancellor Robert Aitken to the Guild of Graduates, entitled 'The Need for More Halls of Residence in the University of Birmingham'. In 1959 the Committee launched a special appeal for new Halls of Residence, and a list and analysis of donors is inserted in the minutes July 1959.

The minutes of 8 October 1957 include the report of Ian Burton on his trip to West Africa funded by a University Fund Travel Bursary; and there are copies of the minutes of the Conference of University Convocations AGM

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1956, 1957, 1959 and 1960, as well as a copy of the President's Address, 1958.

1 volume

Access: Open

UB/GG/A/1/7 General Committee and AGM minutes 1961-1965

Minutes of General Committee meetings 19 December 1961 to 2 November 1965 and AGMs 1961-1965. Most of the minutes are signed.

The minutes contain references to the President's Commission and include the 1964 report of the Commission; subsequent recommendations; and copies of the Laws of the Guild of Graduates which were amended as a result. The 1965 AGM minutes include 'Dr. F.T. Pearce's personal views on the ways in which the Guild could develop'.

The minutes of 20 February 1962 contain a letter from graduate P.D. Smith, making recommendations for the improvement of the Guild of Graduates, and a record of the Guild's discussions about allowing external organisations access to the Graduate Register. The minutes of 8 January 1963 contain the report of University Fund Travel Bursary recipient E. R. Walker, 'On Sailing in the Greek Isles'. The volume also contains copies of the Conference of University Convocations AGM minutes 1962 and 1963 (draft).

1 volume

Access: Open

UB/GG/A/1/8 General Committee and AGM minutes 1965-1970

Signed minutes of General Committee meetings 7 December 1965 to 10 September 1970 and draft minutes of the AGM 1966.

The minutes contain material relating to forthcoming changes in University governance including a copy of 'Student Role' (December 1968, the Guild of Undergraduates' report on student

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representation on University committees), and minutes of a Special Meeting of the General committee, 16 February 1970, to discuss reports of the Vice-Chancellor and Council on the Working Party towards a Review Body.

The file contains papers relating to the Guild of Graduate's research into future development, including 'Proposals for a Guild Centre and an Appeal Part 1: The North American Examples' by Dr F. T. Pearce and Dr D. G. Emery (14th May 1970) and a summary (written by I. G. Dewis) of W. E. F. Berry's account of alumni associations in Australia, 'Thirteen Weeks'. The minutes also include documents relating to the establishment of the graduate service scheme and A. T. Yarwood's paper on 'The Introduction of the University Graduate to Commerce and Industry' (February 1966).

1 file

Access: Open

UB/GG/A/1/9 General Committee and AGM minutes 1970-1974

Signed minutes of General Committee meetings 17 November 1970 to 16 July 1974, and unsigned minutes of AGMs 1971-1973.

The minutes contain references to the University Review Body of 1972 and include Guild of Graduates correspondence with University authorities about the Review; extracts from the report of the Review Body; the General Committee's response to the Report; draft revisions to the University Charter and Statutes and suggested procedures for the new Court.

The minutes also include: an account of Professor F. H. Hilliard's address on the James Report, 20 April 1972; the General Committee's comments on the development of University Centre (June 1972); the General Committee's comments on the report of the 'Working Party on the Broadening of Education' (November 1973); and papers relating to a proposal to use the University

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Fund to buy a house in Selly Oak for conversion into student accommodation. The minutes also contain information on the presentation of the Raymond Priestley Award to Michael Jones (October 1973).

1 file

Access: Open

UB/GG/A/1/10 General Committee and AGM minutes 1974-1988

Signed minutes of General Committee meetings 25 September 1974 to 16 August 1988, and unsigned minutes of AGMs 1974-1976.

The minutes include a copy of the University Fund Constitution (December 1974); papers on Guild of Graduates representation on Court and Council (June 1975); General committee discussion on 'The Transition of Graduates from University to Employment' (3 February 1976); copy of a paper given to Council on the training of engineers (24 September 1977); and Conference of University Convocations 'Interim Report of the Working Party set up to consider what CUC and Member Convocations can and should be doing in support of the future of Higher Education' (March 1986). From 1985 onwards the minutes include papers relating to the Vice-Chancellor's working party on graduate relations and the transfer of activities from the Guild of Graduates to the Alumni Relations Office.

2 files

Access: Open

UB/GG/A/1/11 General Committee minutes 1972-1988

Copies of minutes and meeting papers 14 September 1972 to 13 July 1988. The file appears to have been kept by committee member Brian Giles.

Inserted into the minutes are the Report of the Guild [of Students] Commission, 13 November 1972; the Guild of Graduates'

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comments on the Development of University Centre (June 1972) and the 'Final Report of the Working Party on the Broadening of Education' (November 1973); and papers relating to the new structure of the University authorities (1974).

The minutes also include an account of the unveiling of the Raymond Priestley memorial plaque (February 1976); draft revisions to Laws of the Guild of Graduates and the University Fund Constitution; results of 'Engineering Graduates Opinion Survey 1978' (February 1979); minutes of Conference of Branch Representative (15 October 1977); and papers relating to the establishment of the Alumni Relations Office including a draft of the Guild of Graduates' submission to the Finance and General Purposes Committee (April 1985).

3 files

Access: Open

UB/GG/A/2

Guild of Graduates and Alumni Association
AGM minutes

1989-2015

Minutes of AGMs 1989, 1991-2009, 2012 and 2014. There are no records for 1990 and 2011 but there is an agenda for years 2010, 2013, and 2015.

The business of the AGM typically consists of approval of the previous year's minutes, presentation of the President's report and Administrator of Alumni Awards' report, and elections. The AGM sees the election of the officers and committee, and representatives on Court, Council (where applicable) and Guild of Students Council. Until 2011, the Guild of Graduates and Alumni Association could elect 8 representatives on the Court of Governors per year, to serve for 5 years. From 2012, only four nominations could be made. Until 1999 the AGM included the election of three representatives to the University Council. From 2000 a limited number of individuals could be nominated for consideration by the Membership Committee. The AGM also includes discussion and

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approval of changes to the Laws of the Guild of Graduates and Alumni Association. The minutes can also include reports from regional branches, and reports of the Secretary/Treasurer (position created in 2004).

Administrative history: The Guild of Graduates was renamed the Guild of Graduates and Alumni Association in 1988.

2 files

Access: Open

UB/GG/A/2/1

AGM minutes

1989-2005

Minutes and meeting papers of AGMs 1989 and 1991-2005. There is an agenda for each year except 1991 and 1994. There is an income and expenditure account included for years ended 30 September 1996, 31 December 2000, and 31 December 2001. The minutes often include statements from election candidates. The file contains copies and drafts of the Laws of the Guild of Graduates and Alumni Association as they underwent revision in 1989, 1990, 1996, 2001 and 2004.

The file also contains lists of previous committee members, a paper on 'The Proposed Takeover of the Guild of Graduates: A Failure to Manage dressed up as a Success' drawn up in response to the changes to the structure and management of alumni relations in 1988, notes prepared by President Isobel Jackson for the Alumni Affairs Committee meeting of 25 November 1991, minutes of the President's Committee 11 May 1996, and draft minutes of the Guild of Graduates and Alumni Association Committee meeting, 11 October 2003. The minutes also include undated notes from a conference on alumni relations [c1985] and a list of graduates attending the Birmingham Weekend held in April 1993.

1 file

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Access: Open

UB/GG/A/2/2

AGM minutes

2005-2015

Minutes of AGMs 2005-2009, 2012 (two copies with slight variations) and 2014. The minutes for 2006, 2007 and 2014 are marked as draft. There is an agenda for 2005, 2006, 2008 (draft), 2009, 2010, 2014, and 2015. There are accounts for years ending 31 August 2009, 2010, 2013, 2014, and 2015. There are no records for 2011.

1 file

Access: Open

UB/GG/A/3

Executive and Finance committee minutes

1965-1988

Agendas and minutes of meetings, often including extracts from the minutes prepared for the General Committee.

The Executive and Finance committee discuss expenditure on all Guild of Graduates' activities and publications, assess the financial outcome of Guild of Graduates events, and budget for the future. The minutes mention equipment purchases, staff salaries, suppliers and printers for publications, venues and speakers for events, and orders for University souvenirs. The meetings typically include contributions from the Treasurer, the Comptroller of the University Fund, the Editor of the Graduate's Gazette and a representative of the Social sub-committee. The Executive and Finance committee also received reports on the Careers Fair and Conference of University Convocations, and from 1982, updates from the Computer Working Party. The minutes include reports of meetings with others in the University such as the Vice Chancellor and Guild of Undergraduates. There are also some summaries of travel bursary applications, financial records, minutes of sub-committees and inter-branch conference reports, and tickets and menus from Guild of Graduates events.

Administrative history: The Executive and

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Finance committee was created through amendments to the Laws of the Guild of Graduates in 1965. Whilst the General Committee's role was to 'discuss policy and general concept of Guild social events and development', the Executive and Finance committee were responsible for taking 'appropriate action in administration and finance'. This meant overseeing expenditure on events, publications, equipment, office staff, and the branches, as well as considering future budgets and sources of income. The recommendations of the Executive and Finance committee were passed to the General Committee for approval. The Executive and Finance committee were also responsible for short-listing applications for University Fund Travel Bursaries for consideration by the General Committee, and managing other Guild of Graduates prizes, funds and investments such as the Vaughan Bequest, Chinn Prize, and R. T. Jones Prize.

The Executive and Finance Committee consisted of the officers of the Guild of Graduates, the Chairman of any current sub-committee, and two additional representatives from the General Committee. They met every 1-2 months.

4 boxes

Access: Open

UB/GG/A/3/1 Executive and Finance committee minutes 1965-1969

Minutes of meetings 31 May 1965 to 8 September 1969. The majority of the minutes are signed.

The topics of discussion include problems with the addressograph machine and system of recording graduate information, and the possibility of having a Graduate Centre on campus.

1 file

Access: Open

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UB/GG/A/3/2 Executive and Finance committee minutes 1969-1974

Signed minutes of meetings 5 December 1969 to 5 September 1974.

The file contains documents relating to the University's Review Body: 'Information Sheet: Terms of Reference for Review Body' dated 2 December 1969, 'Organisation for preparation of evidence - oral and written - for presentation to the Review Body' dated 2 February 1971, programme and list of delegates for Guild of Graduates conference on Consultative Document of the Review Body dated February 1972, 'Court of Governors Meeting: The Guild's Viewpoint - Some notes prepared by the President' for Executive and Finance Meeting dated 22 February 1973, and 'Some Suggested Rules and Procedures for the New Court of the University' prepared by an ad-hoc committee of the Guild of Graduates, 25 March 1974.

The minutes contain a summary of proposals for a Guild Centre, drawn up by Dr F. T. Pearce, 20 May 1971, and a copy of the 'Report of the University Centre Committee to the Council, 7 June 1972' with discussion paper prepared by the Executive and Finance Committee for consideration by General Committee.

The file also contains Postgraduate Association Charirman's Report 1969-1970, text for the presentation of Priestley award to Miss Penelope K. Vowles (October 1972) and Michael Jones (October 1973), and the General Committee's comments on the 'Final Report of the Working Party on the Broadening of Education (Presented to the Senate on 20th June 1973)'.

1 file

Access: Open

UB/GG/A/3/3 Executive and Finance committee minutes 1974-1988

Signed minutes of meetings 23 October 1974 to 28 June 1988.

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The file contains notes of meetings with Professor E. A. Marsland about the relationship between the Guild of Graduates and the University (1982-1983), and a draft of the Guild of Graduates 'Submission to the Finance and General Purposes Committee for an increase in the Graduation fee' (March 1981). The minutes record the committee's preparations for requesting a further increase in the graduation fee in 1985, from £7 to £25 per graduate. The University raised the fee to £8.50 and subsequent meetings with University authorities about the position of the Guild of Graduates are reported in the minutes; including a paper entitled 'The Future of the Guild: Update' dated 30 August 1985. In 1988 the Executive and Finance committee discuss the impending changes to the Guild and in the meeting of 28 June they agree upon the agenda and papers to circulate to the General committee regarding the reorganisation of the Guild of Graduates.

The minutes also include a 'Report on the Financing of the Branches', 23 January 1975, a discussion paper on reunions (14 November 1977) and discussions about changes to the University's Court and Council following the Jarrett Report (1985).

2 files

Access: Open

UB/GG/A/3/4 Executive and Finance committee minutes 1985-1988

Minutes of meetings 30 January 1985 to 28 June 1988. The file appears to contain the Chairman's copies (? personal file of Brian Giles); attached to the minutes are meeting papers such as annotated Chairman's agendas (up to October 1987); correspondence; reports of meetings and conferences; photocopies of newspaper/magazine articles; budgets and accounts; and bursary application forms.

Included amongst the papers are the following Guild of Graduates surveys: Surveys of Education Graduates 1975; MSc Meteorology and Climatology Graduates

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1964-1984; MSc Water Resources Technology Graduates 1966-1984; Responses to notice in LEA Bulletins (1986); Survey of Graduates at Board and Senior Management Level (1986); and a draft survey of Who's Who in the City (June 1988). The file also includes draft AGM minutes, 20 September 1986; Conference of University Convocations report 'In Support of Higher Education' (April 1987); notes from an unspecified conference on alumni relations (also in file UB/GG/A/2/1); and notes from a Conference of University Administrators on the topic of 'Developing Alumni Relations', 14-15 December 1987.

The minutes contain records of discussions concerning the future of the Guild and related documents such as a draft copy of the Guild's submission to the University's Finance and General Purposes Committee (April 1985); the report of the working party on relations with graduates (November 1986); and plans for restructuring the Guild of Graduates and establishing the Alumni Office.

3 files

Access: Open

UB/GG/A/4

Minutes of Guild of Graduates sub-committees

1950-1988

Incomplete sequences of records of the Publications, Social Events and Computer sub-committees, plus minutes of the Careers sub-committee spanning the years of its existence, 1973-1988. Sub-committees were usually appointed by the General Committee in its first meeting after the AGM. Records of temporary sub-committees set up to investigate particular issues, such as the Guild Laws and Constitution, the Appointments Board, Guild Club Membership, and Student Housing appear in the General Committee minutes.

3 boxes

Access: Open

Records of the Guild of Graduates

UB/GG/A/4/1

Minutes of Publications sub-committee

1950-1988

This series consists of a minute book covering 1950-1963 and files covering 1979-1987. Although dates of files UB/GG/A/4/1/2 and UB/GG/A/4/1/5 overlap, the latter has been retained as it largely consists of papers and correspondence associated with the work of the sub-committee, probably kept by sub-committee member Brian Giles.

The Publications sub-committee discuss the design and content of the Guild of Graduates' regular publications (Newsletter, Graduate's Gazette, Notes and News) and the Graduate Register. They consider the costs involved, timescales for production, and the practicalities of obtaining up-to-date information for the Graduate Register. The minutes contain associated meeting papers such as agendas, memos, correspondence, quotations, and plans for content of Graduate's Gazette.

Administrative history: The Publications sub-committee was established by the General Committee in December 1946. Prior to this, publications had been managed by the Honorary Secretary and a small editorial board nominated by the General Committee, with the addition of an Editor for the Newsletter from 1927-1938. During the Second World War brief 'emergency' versions of the Newsletter were produced by the President and Secretary. After the war the sub-committee was created and a new Editor was appointed in 1948. From 1952 a Business Manager was added to the sub-committee to deal with the sale of advertising space in the Gazette. In 1965, as a result of the President's Commission, the Publications sub-committee was replaced by the Administrative sub-committee which dealt with publications and the revision of the Laws and structure of the Guild of Graduates. The General Committee continued to elect an Editor and Business Manager for the Gazette who served on this new sub-committee. It seems that in 1970 the Publications sub-committee was reconstituted. The sub-

Records of the Guild of Graduates

committee was briefly renamed the Communications sub-committee in 1975, and its responsibilities widened to include assessing and improving the record system in order to better facilitate communication with members. The Publications sub-committee continued to function until 1988, when responsibility for graduate relations was passed to the University, and the Graduates Gazette was replaced by the Birmingham Magazine, produced by the University's Public Affairs Office.

The sub-committee met 1-4 times a year, with recommendations of the sub-committee being put forward to the General Committee for approval.

1 box

Access: Open

UB/GG/A/4/1/1 Minutes of Publications sub-committee 1950-1963

Minutes of meetings 24 May 1950 to 27 June 1963. The majority of the minutes are signed.

Topics of discussion include the value of the Guild's 'Active Membership' scheme, which had few subscribers but required the regular publication of 'Notes and News'. In June 1957 the minutes state that Miss Carlier has agreed to write a history of the Guild of Graduates.

1 volume

Access: Open

UB/GG/A/4/1/2 Minutes of Publications sub-committee 1979-1984

Incomplete series of minutes, 17 October 1979 to 14 May 1984 (for some dates there is only an agenda). The minutes are not signed but some have manuscript annotations [of Margaret Cannadine, Guild Administrator?]

1 file

Access: Open

Records of the Guild of Graduates

- UB/GG/A/4/1/3 Minutes of Publications sub-committee 1984-1985
- Minutes and papers 14 December 1984 to 23 August 1985, including copy of Bulletin, 29 April 1985. The majority of the file consists of correspondence with printers and quotations for producing the Graduate's Gazette; this appears to have been a file kept by Margaret Cannadine (Guild Administrator 1980-1988).
- 1 file
- Access: Open
- UB/GG/A/4/1/4 Minutes of Publications sub-committee 1985-1987
- Minutes and papers 22 November 1985 to 29 October 1987. This appears to have been a file kept by Margaret Cannadine (Guild Administrator 1980-1988); there are duplicate copies of many of the papers, some with manuscript annotations.
- 1 file
- Access: Open
- UB/GG/A/4/1/5 Minutes of Publications sub-committee 1981-1983
- Minutes and papers 18 February 1981 to 28 October 1983, including copies of Graduate's Gazette from September 1980, 1981, and 1983.
- The file has been retained as it is a personal file of Brian Giles (Chairman of the sub-committee, 1981-1982?) and largely consists of correspondence, memos and handwritten notes relating to the work of the sub-committee.
- 1 file
- Access: Open
- UB/GG/A/4/2 Minutes of Social/Events sub-committee 1950-1988
- This series consists of a minute book covering the period 1950-1965, and minutes and papers from 1983-1988.
- During the period covered by the minute book

Records of the Guild of Graduates

the sub-committee organised the Guild of Graduates's regular events: the AGM dinner, Christmas/New Year dinner and dance, and reunion or graduands dinner which was held on the night before graduation 1952-1958 for honorary graduands and University officials (this event was subsequently run by the University). The sub-committee discuss detailed planning of events including ticket prices, menus, and speakers. The sub-committee also arranged theatre trips, a campus visit to see the extensions to the Union building (1962), and hospitality for meetings of the JSCC/CUC held in Birmingham. The minutes show that in 1959 and 1960 the Social sub-committee joined with the Entertainments committee of the Guild of Undergraduates to organise the Graduation Ball, however they withdrew their involvement due to low graduate attendance at the event. In 1960 the Social sub-committee discuss the opportunities presented by the prospect of a graduate 'club-room' on campus.

In the 1980s the sub-committee's main focus was organising the AGM and Residential Weekend. The sub-committee arranged accommodation, catering, and activities such as campus tours and visits to Winterbourne gardens and the Black Country Museum. In 1985 the sub-committee began organising marquee receptions on graduation days in order to welcome new graduates to the Guild. The minutes show that from 1985 the Guild of Graduates was represented itself at University open days by serving refreshments and selling souvenirs. In 1987 they planned an 80th anniversary event aimed at past officers of the Guild of Graduates, Guild of Students and Midland Branch.

Administrative history: Prior to the establishment of the Social sub-committee events were planned by the General Committee, with actions delegated to the Secretary, Assistant Secretaries, or small groups. In 1946 a dedicated sub-committee was set up so that the detailed arrangements did not need to be discussed by the General

Records of the Guild of Graduates

Committee as a whole. Initially the role of the sub-committee was closely tied to the 'Active Membership' scheme launched in 1947. According to the General Committee minutes of 28 October 1947, the sub-committee was responsible for keeping records of Active Members, informing them of upcoming events, and charging subscription fees. The sub-committee also recommended speakers for the AGM and liaised with the Publications sub-committee to ensure events were advertised. In 1965 the Active Membership scheme was discontinued and the new Midland Branch took responsibility for organising events for local graduates, whilst the Social sub-committee continued to organise the Guild of Graduates' main functions for all graduates. In November 1975 the General Committee noted that 'as arrangements were usually made by the Secretary, Treasurer and Guild Administrator this sub committee was not required for the time being'. The sub-committee was reconstituted in November 1978. The sub-committee was variously known as the Social, Events, Social Events, becoming the Events sub-committee from October 1985.

1 volume and 3 files

Access: Open

UB/GG/A/4/2/1 Minutes of Social sub-committee 1950-1965

Minutes of meetings 11 January 1950 to 21 September 1964, with draft minutes for 4 May 1965 in the back of the volume. The majority of minutes are signed.

The volume includes minutes of an extraordinary meeting held on 4 January 1954 to consider Dr Hawthorne's request for the formation of an operatic group within the Guild of Graduates (the sub-committee recommended that the Guild of Graduates support the project) and a financial account for the New Year Dinner Dance of 7 January 1961. Menus for the Graduands Dinner (1953) and AGM dinner (November 1961) are inserted into the volume.

Records of the Guild of Graduates

- 1 volume
- Access: Open
- UB/GG/A/4/2/2 Minutes of Social sub-committee 1983
- Minutes and papers 3 March 1983 to 9 September 1983. This appears to be a file kept by Margaret Cannadine (Guild Administrator 1980-1988).
- The file largely consists of papers relating to the organisation of the Residential Weekend 1983. They include income and expenditure sheet, invoices, correspondence, booking forms, publicity, programmes, menus, and summaries of feedback.
- 1 file
- Access: Open
- UB/GG/A/4/2/3 Minutes of Social sub-committee 1984-1985
- Minutes of meetings 27 November 1984 to 3 September 1985.
- The main topic of discussion is the organisation of the annual Residential Weekend and the papers include draft programmes, menus and costings. The sub-committee also arranged for Guild of Graduates representatives to attend dinners run by the branches, and discussed plans for the 80th anniversary of the Guild of Graduates.
- 1 file
- Access: Open
- UB/GG/A/4/2/4 Minutes of Events sub-committee 1985-1988
- Minutes of meetings 30 October 1985 to 18 May 1988.
- 1 file
- Access: Open
- UB/GG/A/4/3 Minutes of Careers Fair sub-committee 1973-1988

Records of the Guild of Graduates

Minutes and agendas of meetings, including related paperwork such as debriefing notes, results of student surveys, and Careers Fair Reports.

In its first meeting, 23 May 1973, the sub-committee agreed that the Careers Fair should 'make use of the experiences of Birmingham graduates in a variety of working environments as an additional source of information to students [...] Graduates will be available to give their personal impressions of their particular field of employment'. The minutes provide information on the organisation of the Careers Fair including recruitment of graduate volunteers, practical arrangements (such as room bookings, signage, rotas) and publicity. The debriefing notes and Careers Fair Reports contain statistical analysis, costs, and information on the number and nature of student enquiries. Between 1983-1987 a questionnaire was used to gauge the opinion of student visitors and the files include some summaries of student feedback.

Administrative history: The idea of running a Careers Fair was proposed in early 1973 by Guild of Graduates President Professor Nigel Corlett and the first Careers Fair sub-committee was appointed in May 1973. The sub-committee co-opted a member of staff from the Careers Service and a representative of the Guild of Students to assist with organisation of the Fair. The first Careers Fair was held in November 1973, and the Guild of Graduates continued to hold an annual Careers Fair until 1988. Each year the sub-committee produced a report on the event, which was presented to the Executive and Finance committee and General Committee for approval, then circulated more widely.

1 box

Access: Open

UB/GG/A/4/3/1	Minutes of Careers Fair sub-committee	1973-1988
	Agendas and minutes of meetings 23 May	

Records of the Guild of Graduates

1973 to 12 September 1988. The majority of minutes are signed.

The minutes include Careers Fair Reports 1981-1987, volunteer feedback 1977-1987, and summaries of student questionnaire results 1985-86.

1 file

Access: Open

UB/GG/A/4/3/2 Minutes of Careers Fair sub-committee 1981-1988

Agendas and minutes of meetings 20 January 1981 to 12 September 1988.

This appears to be a file kept by Brian Giles (sub-committee member 1981-1988 and Chairman March 1983-January 1986). The file contains correspondence addressed to Giles and annotated Chairman's agendas 1983-October 1985. The file also includes Careers Fair Reports 1980-81, 1985-1987 (plus drafts for years 1981-1983), records of volunteer feedback 1981-1987, and paperwork relating to the organisation of the fair such as lists of volunteers, copies of information circulated to volunteers, draft publicity material, mailing schedules, and copies of University publications advertising the fair.

2 files

Access: Open

UB/GG/A/4/4 Minutes of Computer working party/sub-committee 1976-1984

Minutes and papers of the Computer working party/sub-committee, 1982-1984, concerning the transfer of graduate records to computer and plans to improve the level of detail in the records. The file includes papers relating to Guild of Graduates records system including photocopies of graduate records.

Administrative history: Initially started as the Computer Working Party in late 1982 and continued as the Computer sub-committee from October 1983, this group was

Records of the Guild of Graduates

established to liaise with the University's Administrative Data Processing Unit to arrange the transfer of graduate records from addressograph to computer and the installation of a computer terminal in the Guild Office. By October 1984 the computer had been installed and record transfer was underway so the sub-committee was dissolved. The day-to-day operation of the computer was carried out by the Guild Administrator, with the Chairman of the sub-committee, Mr J. G. Clarke, continuing in a consultative role.

1 file

Access: Open

UB/GG/A/4/4/1 Minutes of Computer sub-committee 1982-1984

Minutes of meetings 7 December 1982 to 17 September 1984. The file includes minutes of a joint meeting with the Executive and Finance committee (4 July 1984), sample printouts of graduate records, correspondence and memoranda. The file also contains the agenda of the Communications sub-committee meeting, 16 March 1976.

Possibly a file kept by sub-committee member Brian Giles.

1 file

Access: Open

UB/GG/A/5 Reports of inter-branch conferences 1965-1988

Reports/minutes of the annual Conference of Branch Representatives, 1965-1982, and Branch Forum 1984-1988. No conference was held in 1983. These meetings were attended by branch representatives, Executive Officers of the Guild of Graduates, and usually the Guild Administrator.

The reports summarise discussions about branch administration and finance, the relation of the branches to the Guild of Graduates, publication of the Bulletin, branch

Records of the Guild of Graduates

membership/recruitment, and co-ordination of Guild of Graduates and branch events. From 1972-1982 the minutes include reports from each branch about their activities and membership numbers.

1 file

Access: Open

UB/GG/A/5/1 Reports of inter-branch conferences 1965-1988

Reports/minutes of the annual Conference of Branch Representatives, 1965-1982, and Branch Forum 1984-1988. The minutes 1971-1972, 1974-1975, and 1977-1981 are signed. Reports for years 1970, 1971 and 1981 are marked as draft, and the report of 1972 has minor manuscript amendments to the list of attendees. There are agendas for 1970 and 1972-1981. The report for 1970 includes 'Comments on Branch Finances' and extracts from letters to branch secretaries. The report for 1979 includes 'Analysis of Branch Costs' and 'Bulletin Postal Costs' 1977-78.

1 file

Access: Open

UB/GG/B Financial records 1937-1988

Incomplete records relating to the University Fund, and one file relating to Campus magazine.

The annual accounts for the Guild of Graduates were published in the Newsletter until 1939; the accounts of the University Fund were included 1932-1934 and 1936-1939 (see UB/GG/H/2/1). The minutes of the General Committee also contain an incomplete sequence of accounts (UB/GG/A/1).

1 volume and 5 files

Access: Open

UB/GG/B/1 University Fund cash book 1937-1954

Records of transactions October 1937 to

Records of the Guild of Graduates

September 1954.

Inserted into the volume are: income and expenditure account for 1948-1949; income and expenditure account for 1949-1950; receipts and payment account for year ending 30 September 1953; allocation of funds as agreed at AGM November 1951; and a list of graduates who donated to the Halls of Residence Appeal as at 13 July 1959.

1 volume

Access: Open

UB/GG/B/2 Correspondence relating to University Fund donations 1981-1988

Letters from graduates sending donations to the University Fund, with copies of replies from the Guild of Graduates. A summary of donations received is included for years 1981-1987

1 file

Access: Open

UB/GG/B/3 Documents relating to University Fund Deeds Covenant tax reclamation 1981-1988

Photocopies of income tax reclaim forms and correspondence relating to claims. File originally labelled 'Income tax recovered'

1 file

Access: Open

UB/GG/B/4 Campus magazine finance 1986-1988

File includes income and expenditure for 1987, photocopies of invoices and expenses claims (1987), invoices for printing (1987-1988), notes on postage costs, order for printing of subscription forms (1986), printing estimates (1986), estimated income and expenditure for new magazine (1986), also a copy of the subscription form and correspondence templates

Records of the Guild of Graduates

- 1 file
Access: Open
- UB/GG/B/5 University Fund bank statements, Lloyds Bank 1982-1988
- These bank statements have been retained as there are no annual accounts for the period in question.
- 1 file
Access: Open
- UB/GG/B/6 University Fund bank statements, Midland bank 1983-1988
- These bank statements have been retained as there are no annual accounts for the period in question.
- 1 file
Access: Open
- UB/GG/C Policy and administrative records 1908-1988
- Material relating to the Constitution and Laws of the Guild of Graduates, and papers relating to the Vice-Chancellor's Working Party and creation of the Alumni Office, 1985-1988.
- 3 files and 1 item
Access: Open
- UB/GG/C/1 Ordinances and Constitution 1908
- Printed booklet containing list of graduates (as in 1908/1909 University calendar) and Ordinances and Constitution of the Guild of Graduates. Members of the Guild of Graduates are marked with an asterisk.
- 1 item
Access: Open
- UB/GG/C/2 Laws of the Guild of Graduates c1971-1991
- Copies of Laws as at 25 September 1971 (with handwritten amendments), 10 October

Records of the Guild of Graduates

1981, and 24 September 1988; Charter and Statutes of the University 17 September 1975; and minutes of Executive and Finance Committee, 18 March 1982, referring to revision of the Laws. The file also includes a document entitled 'The Relationship Between the AA Committee and the Guild of Graduates and Alumni Association, with Special Reference to its Elected Officers and Other Representatives' prepared for Alumni Affairs Committee, 25 November 1991.

1 file

Access: Open

UB/GG/C/3

'Profile'

1985-1988

Printed profiles of the Guild of Graduates dated March 1986, March 1987, January 1988 and May 1988, containing information about the Guild of Graduates' activities and role within the University. Plus 'Report for CUC 1985' containing similar information.

1 file

Access: Open

UB/GG/C/4

Papers relating to the establishment of the Alumni Office, 1988

1985-1988

Draft copy of the Guild of Graduates' submission to the Finance and General Purposes Committee, April 1985; notes of a meeting of Guild officers about the future of the Guild of Graduates, 17 April 1985; notes of meetings and correspondence between representatives of the Guild of Graduates and the Vice-Chancellor's Working Party (1985-1986); the report of the Working Party and the Guild of Graduates' letter of response (November 1986); document entitled 'Retrospective and Prospective' dated August 1987, considering the Guild of Graduates' past and future, by MC [?Margaret Cannadine, Guild Administrator 1980-1988]; notes on Alumni Affairs for the Strategy Planning and Resources Committee, 7 June and 21 June 1988; copy of President's Report to General Committee outlining proposals for

Records of the Guild of Graduates

new Alumni Office, 13 July 1988; document comparing Guild of Graduates' current Laws with 'new laws' under the Alumni Office; statement regarding the change of name; and copies of articles from University publications reporting on the establishment of the Alumni Office.

1 file

Access: Open

UB/GG/D Correspondence 1987

One file of administrative correspondence. This is the only file of correspondence that survives as a discrete sequence - it appears letters were usually kept with other papers, such as minutes.

1 file

Access: Open

UB/GG/D/1 Replies to appeal for photographs 1987

Replies to an appeal printed in the Graduates Gazette for 'old photographs' of the University. The file includes a copy of the appeal and letters of reply with the following enclosures: photocopy of photograph of French Department Staff and Final Year Honours Students 1946, printed notice 'University of Birmingham Air Raid Precautions', photocopies of photographs of the Medical School in 1939 (including one showing visit of George VI and Queen Elizabeth).

1 file

Access: Open

UB/GG/E Publicity records 1980s

Guild of Graduates leaflets, flyers and prospectuses, together with promotional material of other alumni associations.

4 files

Records of the Guild of Graduates

- Access: Open
- UB/GG/E/1 'Letters to graduands' c1985-1987
- Flyers aimed at new graduates giving information about the Guild of Graduates and asking for contact details.
- 1 file
- Access: Open
- UB/GG/E/2 Graduates Prospectus 1986-1988
- Containing information about the Guild of Graduates, University facilities available to graduates, and subscription forms.
- 1 file
- Access: Open
- UB/GG/E/3 Publicity material 1980s
- Guild of Graduates leaflets, stationery, and flyers for Careers Fair.
- 1 file
- Access: Open
- UB/GG/E/4 Promotional material of other alumni associations 1980s
- One Guild of Graduates leaflet plus leaflets of other UK and US alumni associations (University of Edinburgh, University of Salford, Lancaster University, University of Sheffield, University of Bath, Imperial College of Science and Technology, Queen's University of Belfast, University College Galway, University of North Carolina Chapel Hill).
- 12 items
- Access: Open
- UB/GG/F Records relating to Guild of Graduates activities 1959-1989
- Papers relating to the administration and

Records of the Guild of Graduates

management of the University Fund, Baggs bequest, Vaughan bequest, Careers Fair, and Priestley Centre.

7 boxes

Access: Open

UB/GG/F/1 Administrative files relating to University Fund 1966-1988

Files relating to the University Fund, established by the General Committee in March 1928 as a graduate subscription scheme 'by which Graduates might repay the University a little of the debt which they feel they owe'. Graduate donations to the University Fund were allocated to major building projects, the Vice-Chancellor's student hardship fund, the purchase of library books and equipment. In later years the money was mainly used to fund student travel bursaries.

Files relating to the history of the University Fund, and appeals 1967-1984.

1 box

Access: Open

UB/GG/F/1/1 Papers relating to development of award schemes 1967-1983

Notes and correspondence relating to the background and development of the University Fund and travel bursaries, and Sir Raymond Priestley Expeditions Award.

1 file

Access: Open

UB/GG/F/1/2 1967 Appeal 1967

Leaflets and circular letters publicising appeal, list of donations received, and document outlining proposed development of University Fund.

1 file

Records of the Guild of Graduates

	Access: Open	
UB/GG/F/1/3	1974 Appeal	1973-1975
	Correspondence and draft circular letters, lists of donations and deeds of covenant received, and completed deed of covenant, donation and legacy forms received.	
	1 file	
	Access: Open	
UB/GG/F/1/4	1979 bursary awards	1978-1979
	Papers relating to bursary recipients Gillian Rice, Debbie Ford, R. Cymbalista, Andrew Hughes, and Crispin Ellis, such as correspondence, press cuttings, references and application forms.	
	Plus 'Report of the Comptroller of the University Fund 1978-79' prepared for the 1979 AGM, list of applicants, and copies of publicity printed in Redbrick.	
	1 file	
	Access: Open	
UB/GG/F/1/5	Publicity for 1981 Appeal	1981
	Copies of publicity printed in Graduates Gazette, blank covenant forms, and circular letters.	
	1 file	
	Access: Open	
UB/GG/F/1/6	Convenantors, 1981 Appeal	1981-1983
	List of covenantors, a few forms and items of correspondence relating to particular covenants, circular letters.	
	1 file	
	Access: Open	
UB/GG/F/1/7	Publicity for 1984 Appeal	1984
	Draft circular letters, publicity printed in	

Records of the Guild of Graduates

Graduates Gazette and Bulletin.

1 file

Access: Open

UB/GG/F/1/8 Covenantors, 1984 Appeal 1984-1985

List of covenantors, photocopies of completed covenant forms, draft circular letter.

1 file

Access: Open

UB/GG/F/1/9 Publicity for 1984 bursary award scheme 1984

Publicity directed at students as potential applicants to the scheme: poster, information sheet, and notes for applicants.

1 file

Access: Open

UB/GG/F/1/10 University Fund Precip Reports 1981-1988

University Fund Reports for years 1981-1987 compiled by the Guild of Graduates. The reports give the number of bursary applications received, amounts awarded, and summaries of student projects undertaken. The file also includes a copy of the University of Birmingham Bulletin, 14 February 1983.

1 file

Access: Open

UB/GG/F/1/11 Raymond Priestley Award 1966-1984

Memoranda and correspondence relating to the Sir Raymond Priestley Expeditions Award, established by the Guild of Graduates in 1967 to recognise 'a significant contribution by a student to the success (scientific or otherwise) of a University expedition'. The file includes a letter from Raymond Priestley dated 30 June 1967 agreeing to have his name attached to the award and correspondence relating to the manufacture of the medal. The award was given three

Records of the Guild of Graduates

times, to Ian Bruce in 1968, Penelope Vowles in October 1972, and Michael Jones in October 1973. The file includes correspondence with recipients and their referees, statements about the recipients' achievements, and a news cutting about the presentation of the first award in 1968.

1 file

Access: Open

UB/GG/F/1/12 Czech Exchange programme 1978-1988

Correspondence concerning the Guild of Graduates' sponsorship of an annual exchange between students of the physical education departments of the University of Birmingham and Charles University, Prague, including reports on the exchanges supplied by the organisers.

1 file

Access: Open

UB/GG/F/2 Reports of recipients of Guild of Graduates bursaries 1959-1987

Reports written for the Guild of Graduates by recipients of University Fund travel bursaries. The students describe the projects undertaken and reflect on their experiences.

3 boxes

Access: Open

UB/GG/F/2/1 'To visit Norway to study their leisure time activities, Norwegian Society of Arts, Crafts and Industrial design', J. H. Holloway 1959

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/2 'To Corsica with a Butterfly net', L. S. Plester 1962

Report written by recipient of Guild of

Records of the Guild of Graduates

Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/3 'To live and work on a Kibbutz in Israel in order to learn something of their organisation', R. A. Batley 1964

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/4 'Caving Club Expedition to Crete', M. J. Evans and Party 1967

Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/5 'Visiting an International Student Work Camp at Lednice, Czechoslovakia', Jennifer J. Keeting (now Mrs Moss) 1967

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/6 'A general account of an expedition to Ghana and Nigeria to collect information and slides of contemporary art and artists', I. W. Bruce 1968

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/7 'International Orienteering Competition and Training in Scandinavia', E. A. Finach and V. Pacey 1970

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Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/8 'An evaluation of the effectiveness of probation and after-care with special reference to one caseload', Catherine Hewlett 1970

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/9 'To pursue architectural interests in Scandinavia', L. M. Bender 1970

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/10 'The territories, economy and material culture of the mountain bushmen of Lesotho', Penelope Vowles [1971]

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/11 'A brief outline of the excavation at Begho', Sian Hughes 1972

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/12 'Blue Nile expedition by canoe', Michael L. Jones (Leader) 1972

Report written by recipient of Guild of

Records of the Guild of Graduates

Graduates University Fund travel bursary.
The report photocopies of press coverage
and copy of Canoeing in Britain magazine,
December 1972.

With copy of Bulletin, 20 November 1972.

2 items

Access: Open

UB/GG/F/2/13 'A Report on the British Student Delegation to the German Federal Republic, on the occasion of the XXth Olympiad, Munich 1972', Chris White 1972

Report written by recipient of Guild of Graduates University Fund travel bursary (two copies).

2 items

Access: Open

UB/GG/F/2/14 'Participation in the Olympic Youth Camp during the Munich Olympic Games', C. N. White and Miss V. H. Jones 1972

Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/15 'To take part in two international events in Switzerland and Austria', University Orienteering Club led by Wendy Dodds 1973

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/16 'Report of visit to Zululand where I studied the effect of social conditions on medical problems among the African population', Miss W. Dodds 1974

Report written by recipient of Guild of

Records of the Guild of Graduates

Graduates University Fund travel bursary.
With letter from Guild of Graduates
acknowledging receipt of report.

2 items

Access: Open

UB/GG/F/2/17 'Report on trip to Southern Africa' C. J. Henderson 1974

Report, with covering letter, written by
recipient of Guild of Graduates University
Fund travel bursary.

2 items

Access: Open

UB/GG/F/2/18 'To study the feeding behaviour and food
preference of a group of diving birds (The
Grebes) in Sweden', P. J. Bacon and D. G.
Allan 1974

Report written by recipients of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/19 'To study the education of minority groups in
Western Canada', Caroline Arthurs 1975

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/20 'To record Byzantine, Armenian and Seljuk
monuments in Eastern Turkey', G. G. Astill, I.
C. G. Burrow and Miss S. Wright 1975

Report written by recipients of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/21 'A 3 week programme of educational and 1976

Records of the Guild of Graduates

recreational activities designed to alleviate the problems to children and staff at Lea Subnormality Hospital, Bromsgrove during the Summer School holidays', Patsy Daily, Steven Francis, Beth Mitchell, E. Doherty, J. Orpin and S. Orpin

Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/22 'British Karakoram canoe expedition' [co-authored?] 1978

Report written by recipients of Guild of Graduates University Fund travel bursary. Expedition members: Dr Mike Jones (who died on the trip), John Gosling, Rob Hastings, Mick Hopkinson, Roger Huyton, John Liddell, Dave Manby, and Pete Midwood.

1 item

Access: Open

UB/GG/F/2/23 'An investigation into folk music from the West Virginia hills', Charles W. Bean and Derrick M. Jones 1978

Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/24 'A study of some aspects of Folk Music in Appalachia', D. Jones 1978

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/25 'To travel to South Africa to observe Management practice at South African Nylon 1978

Records of the Guild of Graduates

Spinners Limited', D. Pascoe

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/26 'An ecological study of the red squirrel population of Brownsea Island', C. Ellis 1979

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/27 'An archaeological investigation in Peru (Cusichaca)', Miss D. Ford 1979

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/28 'To join the 1979 Venture Scouts Expedition to the Mt. Kenya area', A. Hughes 1979

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/29 'Research project into dental conditions of children in locality of Clara Swain Hospital, Bareilly, India', Christine Bishop and Gillian Price 1980

Report written by recipients of Guild of Graduates University Fund travel bursary, with copy of resulting research paper 'Comparison of the dental health of Indian children living in Faridpur and Bareilly - India, with that of Asian children living in Leicester - England'.

Records of the Guild of Graduates

2 items

Access: Open

UB/GG/F/2/30 'To investigate the effects of re-settlement on the Aboriginies of W. Malaysia; their way of life and to collect and record their oral tradition', K. S. Chen 1980

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/31 'To take a party of 30 disadvantaged Selly Oak children on a one week activity programme in Malvern', Helen Booty, James Brownlie, Ultan Fitzsimmons, Julie Fuller, Catherine Hall, Andrew Jesson, Christine Kent, Tony McGladrigan and Sarah Peters 1981

Report written by recipients of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/32 'A study of the Beetle Fauna of Southern Iceland with special reference to synanthropic (manmade) habitats', A. Dugmore 1981

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/33 'A study of the relationship between tourist development and conservation in the Syrian Arab Republic', J. L. Penny 1981

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

Records of the Guild of Graduates

- UB/GG/F/2/34 'The Asian Baby in Kenya', Miss J. Higgins 1982
Report written by recipient of Guild of Graduates University Fund travel bursary.
1 item
Access: Open
- UB/GG/F/2/35 'Holidays for the elderly disabled', M. Lanchin and others 1982
Report written by recipients of Guild of Graduates University Fund travel bursary.
1 item
Access: Open
- UB/GG/F/2/36 'To present 'Volpone', two plays written by members of the company and a revue at the 1982 Edinburgh Festival', Miss Leigh Lovell and others 1982
Report written by Danny Braverman, recipient of Guild of Graduates University Fund travel bursary.
1 item
Access: Open
- UB/GG/F/2/37 'Research into altitude sickness among members of an expedition to Sinkiang, China', M. M. Parrish, T. N. Barlow and Miss F. C. Blake 1982
Report written by recipients of Guild of Graduates University Fund travel bursary.
1 item
Access: Open
- UB/GG/F/2/38 'Oundle School Mountaineering Expedition To China', co-authored 1982
Report written by recipients of Guild of Graduates University Fund travel bursary: Jonathan Lee (leader), Mark Parrish (deputy leader), Tim Harlow (deputy leader), Charles Ekins, Simon Meech, Marc Heading, Robert

Records of the Guild of Graduates

Taylor, Dominic Vincent, Fiona Blake, Dickon Bevington, Mike Lodgson, William Budenberg, Malcolm Harrison, Jamie Hayward, Theo Barry and Simon Ryley (expedition doctor). Also on the expedition were Mark Westwood, Giles Hammersley, Charlie Jarrold, and Guy Smith.

1 item

Access: Open

UB/GG/F/2/39 'Caving Expedition to Bra-ang, Borneo', C. T. 1983
Ankorn and P. C. Shewell

Report written by recipients of Guild of Graduates University Fund travel bursary, with small box of slides.

2 items

Access: Open

UB/GG/F/2/40 'A study of snail remains at an archaeological 1983
excavation in Northern Italy', Julia Dudleston

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/41 'Immunological defences against Malaria', 1984
Harriet Martin

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/42 'Report on the production of an animated film 1985
based on the dragon-fight from "Beowulf",
David J. M. Coleman

Report written by recipient of Guild of Graduates University Fund bursary, with eight photographs.

Records of the Guild of Graduates

- 9 items
Access: Open
- UB/GG/F/2/43 Czech Exchange, Keith Bonser 1985
Letter, extract from report by Guild of Graduates bursary recipient, and press cutting.
- 3 items
Access: Open
- UB/GG/F/2/44 Untitled report on investigation into armour, Richard Dunk 1985
Report written by recipient of Guild of Graduates University Fund travel bursary. With four photographs, presscuttings, and correspondence with the Birmingham Post & Mail.
- 1 file
Access: Open
- UB/GG/F/2/45 'An investigation into the dental health of offshore workers in the British oil/gas industry', M. J. Hahn 1985
Report written by recipient of Guild of Graduates University Fund travel bursary.
- 1 item
Access: Open
- UB/GG/F/2/46 'Operation Raleigh: The Black River Expedition, Honduras, Central America', David Kilpatrick 1985
Report written by recipient of Guild of Graduates University Fund travel bursary, with handwritten notes inserted.
- 2 items
Access: Open
- UB/GG/F/2/47 'Operation Raleigh in Chile', Carl Miller 1985
Report, with covering letter, written by

Records of the Guild of Graduates

recipient of Guild of Graduates University
Fund travel bursary.

2 items

Access: Open

UB/GG/F/2/48 'Stroke Rehabilitation', Lynda Brown 1986

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/49 'Descent of the Hvita river, Iceland', Jane
Hanson 1986

Report written by recipient of Guild of
Graduates University Fund travel bursary.
With photographic negatives and five
mounted photographs, which are unlabelled
but appear to match the report.

1 file

Access: Open

UB/GG/F/2/50 'My Elective in Pakistan: Ante-natal Care',
Melanie Mann 1986

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/51 'Suspended Sediment Characteristics of the
Jokulsa River, Southern Iceland', Jason
Phillips 1986

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/52 'ComAc Holidays for the Disabled Elderly',
Simon Schofield 1986

Records of the Guild of Graduates

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/53 'Trip to Uruguay', Desmond English 1987

Report on trip to Uruguay 'To visit Pedro Aguerre an ex-prisoner of conscience and to see the work of Amnesty International'.
Written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/54 'Elective Report', Claire Kenwood 1987

Report on 'investigating the hospice movement - with special reference to AIDS'.
Written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/55 'Operation Raleigh: Malaysia 10D', Anita Myers 1987

Report written by recipient of Guild of Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/56 'Czech Programme for 1987', Alan M. Nevill 1987

Report, with covering letter, written by recipient of Guild of Graduates University Fund travel bursary.

2 items

Access: Open

UB/GG/F/2/57 'Tracing the Payne family tree', Philip Payne 1987

Report, with covering letter, written by

Records of the Guild of Graduates

recipient of Guild of Graduates University
Fund travel bursary.

2 items

Access: Open

UB/GG/F/2/58 'IJGD Workcamp Report', Lisa Waddington 1987

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/2/59 'A Study Period at Saint Giles' Hospice near
Litchfield', Helen Williams 1987

Report written by recipient of Guild of
Graduates University Fund travel bursary.

1 item

Access: Open

UB/GG/F/3 Bequests 1976-1988

Records documenting the Guild of Graduates'
involvement with bequests made directly to
the Guild of Graduates or to University of
Birmingham.

1 box

Access: Open

UB/GG/F/3/1 Baggs bequest 1976-1988

Material relating to Thomas Baggs (1889-
1973, graduate of the University of
Birmingham) and the Thomas Baggs
Memorial lecture established in 1976. When
he died in 1973, Baggs left the University a
sum of money to fund a series of public
lectures on the theme of 'happiness'. The file
contains copies of the following 'Happiness'
lectures with associated material such as
press releases, press-cuttings, and copies of
reports in Bulletin:

Yehudi Menuhin, 1976 (with transcript of

Records of the Guild of Graduates

interview on Radio 4 Today Programme)

Roy Jenkins, 1977

Kenneth Clark, 1978

Peter Ustinov, 1979

David Attenborough, 1980

Shirley Williams, 1982

Desmond Morris, 1984

The file contains material (such as press releases and copies of Bulletin) relating to the following lectures:

Sir Hugh Casson, 1985

Rabbi Lionel Blue, 1986

Norman St John Stevas, 1987

Alan Bennett, 1988

The file also contains the following material relating to Thomas Baggs: press-cutting from Graduates Gazette and photocopy of report in Bulletin about the Baggs bequest; King Edward's Grammar School, Camp Hill, School Chronicle December 1911; Camp Hill Old Edwardians photography competition certificate awarded to George King and signed by Thomas Baggs; Birmingham School List, High School for Boys, December 1907, marked at the name G. King; and letter from Norman Evans enquiring about the origin of the Baggs lecture, 1977.

1 file

Access: Open

UB/GG/F/3/2

Vaughan bequest

1976-1989

Papers concerning the administration of the Vaughan bequest, received by the Guild of Graduates in 1976 from the estate of Mrs D. E. R. Vaughan for the purpose of buying books for the halls of residence libraries, in memory of her late husband John David

Records of the Guild of Graduates

Vaughan.

The file includes photocopies of correspondence with solicitors, correspondence and notes of meetings with halls of residence librarians, correspondence with booksellers, notes on income and expenditure and photocopies of invoices. The papers show that the Guild of Graduates planned to spend the remaining money and 'wind up' the bequest in 1983 - however this did not happen until 1988 when the Alumni Office was established.

The file also contains papers relating to the presentation of a memorial volume, 'The Herefordshire Pomona', which was donated to the University Library on behalf of the halls of residence. This includes correspondence with guests invited to attend the presentation ceremony on 13 December 1976, a fact sheet about the bequest prepared for the presentation ceremony, a list of presentation books, and correspondence regarding book plate design.

1 file

Access: Open

UB/GG/F/4

Careers Fair

1973-1988

Administrative records relating to the organisation and evaluation of the Careers Fair run by the Guild of Graduates in co-operation with the Careers Service and Guild of Students, 1973-1988. Comprising Careers Fair Reports, notes on debriefing sessions, information prepared for student visitors and graduate volunteers, and publicity materials.

See UB/GG/A/4/3 for minutes of the Careers Fair sub-committee.

Administrative history: .

1 box

Access: Open

UB/GG/F/4/1

Careers Fair Reports

1973-1988

Records of the Guild of Graduates

Reports (some draft copies) produced by the Careers Fair sub-committee 1973-1987. The reports typically contain visitor statistics, volunteer numbers, lists of work areas covered, costings, and comments from graduate volunteers, Careers Service staff and members of the sub-committee. These comments give an impression of students' attitudes towards the job market: the reports from the early 1980s, for example, refer to students' concerns about rising unemployment. The reports show that as the Careers Fair developed, the Guild of Graduates invited academic staff, representatives from other universities, and representatives from industry to attend.

There are two one-page reports for 1973, one produced for volunteers and one for the Careers Service Executive containing costings. From 1974 onwards only one report was produced and it appears it was usually circulated to graduate volunteers, Careers Service staff, the General Committee, and possibly to a wider audience (a copy letter attached to the report for 1978 shows that it was sent to Mr A. Mendoza of the Department of Industry, West Midlands Regional Office). The file does not contain a report for 1988 (see UB/GG/F/4/3) but there is a comment sheet written by Margaret Finn, Chairperson of the Careers Fair sub-committee.

1 file

Access: Open

UB/GG/F/4/2

Debriefing

1982-1987

Records of the debriefing sessions at which graduate volunteers gave feedback on the organisation of the Careers Fair and the type of enquiries that they received from students. The file includes copies of comments collated from volunteer report sheets.

1 file

Access: Open

Records of the Guild of Graduates

UB/GG/F/4/3	Careers Fair Analysis 1988	1988
	Draft report on Careers Fair held in 1988, with 'Alumni Office' printed on front cover.	
	1 file	
	Access: Open	
UB/GG/F/4/4	Information packages	1986-1988
	Information for graduate volunteers and lists of work areas for student visitors.	
	1 file	
	Access: Open	
UB/GG/F/4/5	Publicity	1973-c1987
	Promotional material for Careers Fairs 1973-1986, including flyers, posters, and notices in University publications. The file also contains leaflets for careers-related events run by AIESEC and the Industrial Society (undated but possibly from 1987).	
	1 file	
	Access: Open	
UB/GG/F/5	Records relating to the Priestley Centre	1967-1988
	Papers relating to the Guild of Graduates' involvement with the Priestley Centre for 'outdoor pursuits and field study' at Coniston. The Guild of Graduates funded a feasibility study, helped with the Appeal to raise funds for the building of the Centre by encouraging graduate donors to become 'Friends' of the Centre, and subsequently administered the 'Friends' scheme.	
	3 files	
	Access: Open	
UB/GG/F/5/1	Appeal and subsequent financial matters	1967-1988
	Administrative papers largely consisting of correspondence but also including lists of graduate donors, receipts, and a copy of the	

Records of the Guild of Graduates

appeal leaflet for the Priestley Centre

1 file

Access: Open

UB/GG/F/5/2 Priestley Centre Advisory Committee 1978-1987

Minutes, agendas and meeting papers of Priestley Centre Advisory Committee on which the Guild of Graduates was represented. The Committee discuss building plans and development of the site, use of the centre, and finance.

1 file

Access: Open

UB/GG/F/5/3 Priestley Centre publicity 1973-1984

Photocopies and cuttings of articles from the Graduates Gazette and Bulletin, and a copy of 'The Coniston Saga: A brief history of the development of outdoor pursuits at Hoathwaite in the Lake District by the University of Birmingham' by Max Madders (Assistant Director of Physical Education 1940-1976).

1 file

Access: Open

UB/GG/G Membership records c1906-1963

Fragmentary records comprising lists of graduates (compiled c1906 and in the late 1950s/early 1960s) and two post books. Whilst not intended as membership records, the post books contain some names and addresses which do not appear in the printed Register of Graduates and have been retained on this basis.

See also published Register of Graduates, finding number: UB/GG/H/4.

3 volumes and 2 files

Access: Open

Records of the Guild of Graduates

- | | | |
|-----------|--|------------|
| UB/GG/G/1 | Register of members | c1906 |
| | <p>Volume containing manuscript list of members and associate members of the Guild of Graduates, c1906. Names are listed alongside degree awarded (BSc, MSc etc) or the abbreviation 'Assoc'.</p> <p>Inserted in the front of the volume there is a printed notice relating to the provisions made for a Guild of Graduates in the University Charter, and regulations relating to the Guild of Graduates made at a meeting of Council held on 13 June 1906. There are also copies of three printed letters from R. S. Heath, Vice-Principal of the University, to graduates of the University and Associates of Mason College, about the constitution of the Guild of Graduates and the date of its first meeting. The letters are dated 30 October and 17 December 1906.</p> <p>1 volume</p> <p>Access: Open</p> | |
| UB/GG/G/2 | Register of Degrees, Diplomas and Certificates | 1957 |
| | <p>List of graduates 1956-1957, giving graduate's name, course taken, and year of graduation. The list includes recipients of undergraduate and postgraduate qualifications, diplomas and certificates</p> <p>1 file</p> <p>Access: Open</p> | |
| UB/GG/G/3 | Lists of graduates | c1957-1963 |
| | <p>File containing list of graduates living in South West England compiled c1962 and list of graduates within 20 miles radius of Birmingham compiled c1957. The lists include name, address, degree level (BSc, PhD etc) and year of graduation. Also within the file are a few pages of administrative papers, 1962-1963, giving numbers of invitations and attendees at events and circulation number for Notes and News</p> | |

Records of the Guild of Graduates

- 1 file
- Access: Open
- UB/GG/G/4 Post books 1946-1954
- Post books containing names and addresses of ?graduates, presumably recorded when new addresses were submitted to the Guild of Graduates by individual members. Two volumes with entries dated 1946-1950 and 1951-1954. With index at the front of each volume.
- 2 volumes
- Access: Open
- UB/GG/H Publications of the Guild of Graduates 1922-2007
- Annual newsletters, subscription publications, and occasional reports produced by the Guild of Graduates; copies of the Register of Graduates; and two histories of the Guild of Graduates.
- 3 standard boxes and 1 large box
- Access: Open
- UB/GG/H/1 Histories of the Guild of Graduates 1968-2007
- Copies of histories produced in 1968 and 2007 marking the Guild of Graduates' 60th and 100th year anniversaries.
- 3 items
- Access: Open
- UB/GG/H/1/1 Diamond Jubilee History of the Guild of Graduates 1968
- Printed and typescript copies of history written by Gwendoline Carlier and published by the Guild of Graduates to mark its 60th anniversary in 1967. Contains chapters dealing with the development and management of the organisation, its involvement in public relations and fund raising, and the social activities arranged for

Records of the Guild of Graduates

members.

A copy of this history is available as a pdf file: to view this, click on the link in the document field below. The file is large, and may not load immediately

2 items

Access: Open

UB/GG/H/1/2	Guild of Graduates 1967-1988, Guild of Graduates and Alumni Association 1988-2007, from the Diamond Jubilee to the Centenary	2007
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History of the Guild of Graduates, renamed Guild of Graduates and Alumni Association in 1988, covering the period from 1964 to the centenary of the establishment of the Guild of Graduates, in 2007, written by Norman Jackson. It contains a chronological overview of events, focusing on public relations, fund raising, social and reunion events organised by the Guild of Graduates, and events in the history of the University which affected the Guild of Graduates

A copy of this history is available as a pdf file: to view this, click on the link in the document field below

1 item

Access: Open

UB/GG/H/2	Guild of Graduates newsletters	1922-1988
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Free, annual publications sent to all members of known address, these publications constitute the Guild of Graduates' main form of communication with its members. The Newsletter (later Graduates Gazette) was usually sent out in the autumn prior to the AGM and contained news of the Guild of Graduates, University, and individual graduates.

1 standard box; 1 large box

Access: Open

Records of the Guild of Graduates

UB/GG/H/2/1

Guild of Graduates Newsletter

1922-1969

Incomplete sequence of the Guild of Graduates Newsletter covering 1922-1969, with the exception of the 1945 issue which is missing. The earliest issues from 1911-1915 and 1917 can be found in the Mermaid magazine within the records of the Guild of Students (finding number UB/GUILD/F/3/10-16). The Guild of Graduates did not produce a Newsletter in 1916, 1918-1921, or 1923 due to financial constraints.

The 1922 issue is the first to have been produced since 1917. Like those produced during the First World War, it is largely dedicated to the Roll of Honour. The Newsletters of the 1920s and 1930s typically include an Editorial, Secretary's Report, financial statement, reports on Guild of Graduates events (e.g. degree day luncheon and AGM), University news, report from the Court of Governors, and a 'News of Graduates' section listing appointments, births, marriages, deaths and changes of address. This period sees the inclusion of an increasing amount of material: 1924 saw the inclusion of a report on the newly established Appointments Board and the Joint Standing Committee of Convocations, both of which become a regular feature, as do the accounts of the University Fund, which are included in 1932-1934 and 1936-1939. The Newsletter starts including annual reports from newly formed branches: the report of the London Branch appears 1924-1938 (with accounts 1924-1935), North-Eastern Branch 1931-1938 (with accounts 1931-1933), and North-West branch 1936-1938 (with an account for years 1935-36-37 appearing in the 1937 issue). A report of the annual dinner of the Egyptian branch appears in 1937 and a Secretary's Report for the branch appears the following year. The Newsletter also contains updates on the development of the campus at Edgbaston, short articles by graduates, members of staff and MPs, and information on the activities of other alumni groups, for example the Commerce Graduates' Association. The Newsletter includes adverts

Records of the Guild of Graduates

from 1928.

Publication of the Newsletter was disrupted by the Second World War and brief 'emergency' editions consisting of four pages without a cover were produced in 1939 and 1942-1946. The emergency editions contain editorial comments on current conditions and the role of graduates in war-time alongside University news and brief updates on the activities of the Guild of Graduates (for example their involvement with the University Overseas Club and the work of sub-committees). There is no Secretary's Report, reports from other branches, articles from graduates or 'News of Graduates' lists. Only the 1939 issue includes accounts for the Guild of Graduates and the University Fund. The 1946 issue has a similar format to the emergency Newsletters but is six pages long and sees the return of the Secretary's Report and updates on branches in London and the North-West. The editorial urges graduates to send news of their war-time activities and to become more involved with the Guild of Graduates. In 1947 the Newsletter has a cover and contains adverts again. The content expands to include brief articles submitted by graduates, information about the new Active Membership scheme, and a report on a reunion held in 1947.

From 1948 onwards the Newsletter is more like its pre-war issues: the Secretary's Report, report from the London Branch, University Fund, J.S.C.C., and report from the Guild of Undergraduates usually feature alongside University and Guild of Graduates news, updates on appeals, and articles by graduates and members of staff. However the annual accounts and 'News of Graduates' section are not re-instated. The 1950s and 1960s see the introduction of photographs to the Newsletter. The Newsletter for 1953 contains the full report of the sub-committee on the Parliamentary Representation of Graduates, the issue for 1962 reports on University cuts, and in 1964 an extract from Sir Robert Aitken's response to the Robbins Report is printed. Other items include reports

Records of the Guild of Graduates

of recipients of travel bursaries and updates on campus development. From 1964 the Newsletter includes reports from an increasing number of branches as more groups began to form (e.g. Bristol, London, Manchester, Merseyside, Midland, North-East, South-West).

A copy of the agenda for the forthcoming AGM was usually inserted in the Newsletter (this is still present in some copies) and from 1965-1969 it was stapled in to form the middle pages of the booklet.

Administrative history: The decision to produce an annual newsletter was made at the Guild of Graduates AGM in 1910. The first six issues (1911-1915 and 1917) appeared as the 'Guild of Graduates Supplement' in student magazine The Mermaid. From 1922 onwards the Newsletter was produced independently of The Mermaid in a booklet format. In 1970 the Newsletter was replaced by the Graduates Gazette.

Initially the Newsletter was the responsibility of a small editorial board made up from the General Committee. Mr F. G. Srawley became Honorary Editor of the Newsletter 1924-1935 and Claude E. A. Andrews held this position 1936-1938. During the war the emergency issues were overseen by the President and Secretary. In 1946 a Publications sub-committee was appointed and in 1948 a new Editor was found.

Editors as follows:

1949 issue: Mrs B. Polak

1950: Miss M. Craddock

1951: Mrs A. J. Dawson

1952: Mrs D. J. Golden

1953: Alan Macey (Guild of Graduates President)

1954-1960: Mrs F. G. Sealey

Records of the Guild of Graduates

1961-1962: Alan Macey

1963-1965: A. S. Challoner (with Dr Phyllis Stopp as Assistant Editor, 1965)

1966: Phyllis Stopp Whitfield

1967-1969: Mrs P. E. Whitfield

1 box

Access: Open

UB/GG/H/2/2

Guild of Graduates Gazette

1970-1988

Issues of the Graduates Gazette, 1970-1988. Issues of the Gazette typically include a message from the President, the Secretary's Report, reports on previous events such as dinners and reunions, and notices about upcoming events including the agenda for the next AGM. From 1972 the Graduates Gazette includes news from the branches and other graduate associations (based on degree subject or halls of residence). The Gazette contains articles about the University's staff and research, the facilities available to graduates, and campus developments, for example new halls of residence and addition of the swimming pool (1977) and new railway station (1979). The Graduates Gazette also touches on broader issues in higher education, for example the University Grants Committee cuts are reported in 1982.

After the Guild of Graduates starts running the Careers Fair in 1973, the Gazette begins to feature articles written by graduate volunteers about their experiences at the Fair and pieces relating to graduate jobs and employability. Throughout the 1970s there are regular updates on the development of the Priestley Centre reflecting the Guild of Graduates' involvement in the project. Until 1978 the Secretary's Report includes election results from the previous AGM and a breakdown of the year's activities but this level of detail is cut from later issues. Summaries of travel bursaries awarded and a report on the Conference of University Convocations are initially given their own

Records of the Guild of Graduates

space but in later issues these items are confined to a brief mention in the Secretary's Report. From 1982-1987 information promoting the annual Residential Weekend is printed with the AGM agenda. In 1982 the Gazette reports that Guild Laws have been amended so that Honorary and Ex-Officio graduates are now members of the Guild of Graduates and from then on each issue of the Gazette contains a section about the year's Honorary Graduates. Issues from 1982-1988 also contain an Editorial. In the last issue of the Gazette, the President Jane Lodge announces plans for the establishment of the Alumni Office and the proposed changes to the Laws of the Guild are printed in advance of the next AGM.

Administrative history: The Graduates Gazette first appeared in 1970, replacing the Guild of Graduates Newsletter. The content and production of the Graduates Gazette was overseen by the Publications sub-committee. The first four issues of the Gazette were produced in the same booklet format as the Newsletter but from 1974 it was produced as a tabloid newspaper. The last issue of the Gazette appeared in August 1988.

Editors as follows:

1970: Phyllis E. Whitfield

1971-1972: N. Hargreaves

1973-1974: K. F. S. Gaines

1975: K. F. S. Gaines and Miss Christine Mosley

1976-1978: Christine Mosley

1979-1980: ?

1981-1986: Sally Croft

1987-1988: John Malam

1 large box

Access: Open

Records of the Guild of Graduates

UB/GG/H/3 Guild of Graduates subscription publications 1952-1989

Publications produced for subscription-paying members.

2 boxes

Access: Open

UB/GG/H/3/1 Notes and News 1952-1964

Incomplete sequence of Notes and News publication which was produced for members of the Active Membership scheme, 1951-1964. The regular features are an Editorial or 'Comment' piece, graduate news (announcements of births, marriages, appointments, deaths), University news (appointments, grants and awards, campus development), reports on Guild of Graduates events throughout the year (typically the AGM, Christmas Dinner Dance, Conference of University Convocations, and Graduands Dinner) and notices of future events. The issues often contain obituaries and lists of recipients of honorary degrees and Birthday Honours. Other features include updates on the activities of the Guild of Undergraduates, travel pieces, and short articles. Topics mentioned in the editorial and articles include the university vote, technological education, graduate employment, the shortage of halls of residence, and student selection. In the issue for September 1953 three female graduates give their impressions of their time at University before, during and after the First World War. The activities of other graduate groups such as the Commerce Graduates Association, London Branch, and Guild of Graduates Opera Group are also mentioned.

Issues as follows:

/1: [1952]

/2: April 1953

/3: September 1953

/4: March 1954

Records of the Guild of Graduates

- /5: June 1954
- /6: October 1954
- /7: December 1954
- /8: March 1955
- /9: [Summer 1955]
- /10: September 1955
- /11: December 1955
- /12: March 1956
- /13: June 1956
- /14: September 1956
- /15: December 1956
- /16: April 1957
- /17: June 1957
- /18: September 1957
- /19: January 1958
- /20: March 1958
- /21: June 1958
- /22: September 1958
- /23: January 1959
- /24: April 1959
- /25: July 1959
- /26: October 1959
- /27: January 1960
- /28: April 1960
- /29: August 1960
- /30: April 1961
- /31: September 1962

Records of the Guild of Graduates

/32: January 1963

/33: April 1963

/34: [Autumn] 1963

/35: September 1964

Administrative history: Notes and News was produced by the Publications sub-committee of the Guild of Graduates. It was edited by Mrs K. I. M. King, 1953-1962, followed by T. R. Scott-Mason. Notes and News ceased publication in 1964 when the Active Membership scheme was wound up.

1 file

Access: Open

UB/GG/H/3/2

Bulletin

1964-1986

Complete sequence of issues numbered 1-99.

The Bulletin contains news from the Guild of Graduates, the University, and the branches; news of individual members (appointments, deaths); articles on subjects related to higher education; and short travel accounts. Articles included in the Bulletin have often been reprinted from other University publications. In early issues the Midland Branch included opinion pieces and letters to the editor on topics such as educational reform (March and April 1965) and the university selection system (January 1967) to spark more debate within the Bulletin but this approach was not continued.

The Bulletin includes reports on Guild of Graduates events, profiles of Committee members, and articles on the Careers Fair, Priestley Centre at Coniston, Conference of University Convocations, University Fund bursary award scheme, and the Residential Weekend. The issue from January 1977 contains photos of the Vaughan Bequest presentation ceremony and the Careers Fair.

The Bulletin covers University news such as staff changes, obituaries, funding and

Records of the Guild of Graduates

research, campus developments, and meetings of the Court of Governors. In earlier years there are articles written by University staff on topics including University fees, student assessment, and the work of academic departments, for example Richard Hoggart and Stuart Hall on the Centre for Contemporary Cultural Studies, January 1966, and Professor Moon on the Radiation Centre, February 1967. In the late sixties there are references to student political action; the issue for November 1969 includes results of a survey of graduate opinion on the need for change in university organisation and the work of the University Review Body features frequently throughout 1971-1972. There are short articles on topics such as graduate employment and the effects that joining the EEC may have on Universities and graduates (January 1973). The issue for April 1979 has a newscutting attached about Birmingham graduate and Solihull College lecturer Jane Quinn's trip to Brazil on a grant from the Winston Churchill Memorial Trust. In the 1980s University news is reprinted from other sources in a collage style, and mentions topics such as government funding for universities, student recruitment and grants, links with industry and university efficiency studies.

Administrative history: The Bulletin was initially produced by the Midland Branch for circulation to its members. The Midland Branch 'Pilot Committee' appointed an editor (David Denton) on 26 October 1964 and the first issue appeared in December 1964. The Midland Branch published the Bulletin once a month with a break in the summer (10 issues were produced in 1965 and 8 issues in 1966). From March 1966 (issue no. 13) the Bulletin became an 'Inter-Branch' publication but wider distribution was difficult to organise. In January 1967, following a proposal at the Branch Conference in November 1966, the Guild of Graduates took on clerical and financial responsibility for the Bulletin. The Publications sub-committee managed the production of the Bulletin and distribution to all branch members was organised by the

Records of the Guild of Graduates

Guild's central office. From 1968 onwards editorial duties were usually undertaken by the Guild Clerk/Administrator. The Guild intended to publish the Bulletin on alternate months but issues were sometimes missed due to lack of content and delays with printing (in the period 1967-1973 the number of issues per year varies between 4-7). From 1974-1977 the Bulletin was a quarterly publication and from 1978 the Bulletin was published three times a year, in Spring, Summer, and Winter.

Numbers 1-49 (December 1964-June 1972) and 85-99 (April 1982-Summer 1986) are A4 newsheets; numbers 50-84 (November 1972-January 1982) were printed as A5 booklets. The last issue appeared in Summer 1986, No.99, the Bulletin effectively being replaced by Branch News and Campus magazine.

2 files

Access: Open

UB/GG/H/3/3

Branch News

1986-1989

Eight issues of Branch News from Winter 1986/1987 to Summer 1989 (Spring 1988 missing). Containing brief updates on news and events from Guild of Graduates branches across the UK, notifications of events, and contact details of branch secretaries. The last three issues contain messages from the President of the Guild of Graduates and Alumni Association about changes in the administration of the Guild of Graduates.

Administrative history: Branch News replaced the Bulletin in 1986. It was circulated to all branch members three times a year, in Winter, Spring and Summer. Until Summer 1988 it was produced by the Guild of Graduates, in Winter 1988/89 it appears under the banner of the Alumni Office, and the Spring and Summer 1989 issues are headed 'Birmingham Alumni Association'. In the Summer 1989 issue Richard Holt, President of the Guild of Graduates and Alumni Association, announces that Branch News is to cease publication because the

Records of the Guild of Graduates

University is no longer providing direct financial support to the branches.

1 file

Access: Open

UB/GG/H/3/4 Campus magazine 1986-1988

Complete sequence of issues 1-5, covering University news and events, articles on University research projects and collaborations, articles on or by prominent University graduates and staff, and articles on University history (eg the University's coat of arms in No.1, Birmingham's student magazines in No.2 and the Law faculty in No.5). Campus also contains brief updates on Guild of Graduates news and news of graduates (appointments, honours, deaths). A number of items included in Campus are reproduced from the University Bulletin.

Administrative history: Campus magazine was launched by the Guild of Graduates in 1986 and issued three times a year in Winter, Spring and Summer. The magazine ran for five issues from Winter 1986/87 to Summer 1988 when the publication was discontinued following the establishment of the Alumni Office.

5 items

Access: Open

UB/GG/H/4 Register of Graduates 1926-1958

Copies of the 2nd-6th editions of the printed Register of Graduates, with some manuscript annotations. The 1st edition (1910) is missing.

The Register includes a graduate's name, degree, and year of graduation, plus address and current appointment where known. Additional information such as the graduate's school, university activities, previous appointments, publications, service record and civil honours can also be included, although less detail is given in later editions

Records of the Guild of Graduates

due to space constraints. The names of honorary graduates are also listed. The 2nd, 3rd and 4th editions of the Register include information which was later omitted: a list of Associates of Mason College, and the names of graduates known to have died.

See also 'The Birmingham Directory: Where are they now?' produced by the Public Affairs Office in 1991-1992. Described as 'an informal list of alumni of the University of Birmingham and what they are doing now', the directory was compiled from questionnaires received over the three years to August 1991. Only those who asked for their details to be listed are included. There are two volumes: 1920-1980 and 1978-1990. Finding number: UA31/26.

Lists of graduates of the University can be found in the University calendar from 1901/1902 to 1956/1957, and in degree congregation booklets (finding number ???).

Administrative history: At the 2nd AGM in 1908 the Guild of Graduates decided to produce a register containing 'name, address, degree date, & other items of interest' of all graduates of the University. The Register was first printed in 1910, and subsequently published every 5-10 years, until the 6th edition in 1958, when the cost of producing printed copies became prohibitive.

The information in the printed Register was obtained from graduate records maintained by the Guild of Graduates. A graduate's name and address was recorded at the time of graduation; subsequently the Guild of Graduates depended on its members to notify them about changes of address, employment etc. When preparing a new edition of the Register, the Guild of Graduates circulated its members asking for up-to-date information, but low response rates meant that the accuracy of the information in the Register could not be guaranteed. Graduate records were kept in physical format until 1969, when details of new graduates were put straight onto the University's computer system each year. By 1984 all graduate records had been

Records of the Guild of Graduates

retrospectively transferred to the University's central database.

5 volumes

Access: Open

UB/GG/H/4/1 Register of Graduates, 2nd edition 1926

Containing graduates up to December 1925. If known, the Register includes the following information where relevant: school, degrees awarded, university activities and awards, chief publications, service record, civil honours, previous and current appointments.

1 volume

Access: Open

UB/GG/H/4/2 Register of Graduates, 3rd edition 1932

Containing graduates up to December 1931. If known, the Register includes the following information where relevant: school, degrees awarded, university activities and awards, chief publications, service record, civil honours, previous and current appointments.

1 volume

Access: Open

UB/GG/H/4/3 Register of Graduates, 4th edition 1938

Containing graduates up to December 1937. If known, the Register includes the following information where relevant: school, degrees awarded, university activities and awards, chief publications, service record, civil honours, previous and current appointments.

1 volume

Access: Open

UB/GG/H/4/4 Register of Graduates, 5th edition 1951

Containing graduates up to July 1950 (excluding those known to have died). If known, the Register includes the following information where relevant: all university

Records of the Guild of Graduates

degrees (Birmingham and other universities), professional qualifications, awards and distinctions, and current appointment.

1 volume

Access: Open

UB/GG/H/4/5 Register of Graduates, 6th edition 1958

Containing graduates up to July 1958 (excluding those known to have died). If known, the Register includes the following information where relevant: all university degrees (Birmingham and other universities), professional qualifications, awards and distinctions, and current appointment.

1 volume

Access: Open

UB/GG/H/5 Other Guild of Graduates publications 1945-1986

Copies of one-off reports produced by the Guild of Graduates. There are only two items in this sequence.

2 items

Access: Open

UB/GG/H/5/1 'The University and Adult Education' 1945

16 page report prepared by the Committee of the Guild of Graduates for presentation to the University, August 1945.

1 item

Access: Open

UB/GG/H/5/2 Survey: MSc Water Resources Technology Graduates 1966-1984 1986

Analysis of survey carried out by the Guild of Graduates in 1985 on the career pathways of Water Resources Technology MSc graduates, for the purpose of enhancing Guild records. Report dated February 1986 (2nd edition).

Records of the Guild of Graduates

1 item

Access: Open

UB/GG/I Records of Guild of Graduates branches 1964-2008

Several regional branches of the Guild of Graduates were created following the President's Commission of 1965, but only records of the Midland Branch and Scottish branch survive. This sequence contains incomplete sets of minutes, financial records, and publications of the Midland Branch, and one file of newsletters produced by the Scottish branch.

3 boxes

Access: Open

UB/GG/I/1 Records of the Guild of Graduates Midland branch 1964-2018

Comprising incomplete sequences of committee minutes and papers, treasurer's records, chairman's records and publications.

Administrative history: The Midland Branch was formed in 1964 to replace the 'Active Membership' scheme. The Midland Branch planned social and intellectual activities for graduates in the Midlands. Graduates paid an annual subscription to join the branch, which was run by a Committee elected by the membership. The Midland Branch closed in April 2018 due to inability to elect a full committee and lack of attendance at meetings and events.

3 boxes

Access: Open

UB/GG/I/1/1 Minutes and committee records 1964-2007

Incomplete sequence of minutes and papers of Midland Branch Committee meetings and AGMs 1964-1989 (gaps indicated at file level), plus separate sequences of minutes and papers kept by individual Committee members up to 2018.

Records of the Guild of Graduates

The Committee minutes record discussions about social events, income and expenditure, publication of the Bulletin, membership policy and the branch's relationship to other branches and the Guild of Graduates. The AGM minutes usually include an agenda, accounts and/or income and expenditure sheet, and the Secretary's Report. Some files contain records of inter-branch conferences, for further records of these see UB/GG/A/5/1.

Administrative history: In its first year the Midland Branch was run by a Pilot Committee. The first Committee was elected at the AGM in 1965. The Committee consisted of the Officers of the branch, the Warden of the Branches, and 15 ordinary members (reduced to 8 in 2013).

6 files

Access: Open

UB/GG/I/1/1/1 Committee and AGM minutes 1964-1989

Committee minutes from first meeting of Pilot Committee on 28 September 1964 to 116th Committee meeting held on 22 February 1989. There are some gaps in the sequence: minutes for meetings held on 15 January 1974, 13 June 1977, 10 May 1978, and 17 January 1979 (the 55th, 72nd, 75th and 78th meetings respectively) are missing, but signed copies can be found at UB/GG/I/1/1/2. The minutes in this sequence are signed up to 5 May 1975 (62nd meeting) with a few exceptions (3 September 1970, 18 May 1972, and 21 November 1972). There is usually an agenda for each meeting; some minutes have manuscript annotations and the minutes for 26 October 1964 include a provisional constitution.

The file also contains Midland Branch AGM minutes 1965-1975 and 1978-1987 (minutes for 1976 and 1977 can be found in UB/GG/I/1/1/2; incomplete sequences of minutes for later years can be found in UB/GG/I/1/1/3-5). Years 1965-1968, 1970, 1972-1974 are signed. There is an agenda for years 1965-1970, 1973-1975, 1977-1987;

Records of the Guild of Graduates

Secretary's Report for 1965-1986; and set of accounts for 1965-1970, 1972-1973, 1976-1977, 1979-1987. Some of the documents missing from these sequences can be found in other files of minutes (UB/GG/I/1/1/2 and 4) or the Treasurers records (UB/GG/I/1/2).

2 files

Access: Open

UB/GG/I/1/1/2 Minutes and papers 1975-1985

File of minutes, papers and correspondence kept by Committee member Norman Jackson, containing:

Signed minutes of Committee meetings 7 July 1975 to 21 June 1984 (63rd-100th meeting), usually with agenda. Minutes for the 67th meeting held on 10 April 1976 are missing but a copy can be found at UB/GG/I/1/1/1.

Minutes of the Midland Branch AGM 1975-1983, all signed except for 1981. There is an agenda for years 1975-1979 and 1981-1984; Secretary's Report for 1975-1977, 1979 and 1981-1984; and accounts 1976-1984. The minutes for 1977 include a copy of the constitution amended at the AGM.

Minutes of Conference of Branch Representatives: 1975, 1976, 1978, 1979, 1981 (draft), and 1982. There is an agenda for 1977.

The file also contains a copy of the Midlands Branch Constitution adopted at the first AGM in 1965; memos, correspondence, draft circulars; notes from plenary session of Residential Weekend 1982 on 'The Graduate/University Relationship'; and a Guild of Graduates Open Day leaflet, 1985.

1 file

Access: Open

UB/GG/I/1/1/3 Minutes and papers 1984-1993

File of minutes, papers and correspondence kept by Committee member Norman Jackson,

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containing:

Signed minutes of Committee meetings 5 November 1984 to 14 June 1993 (101st to 129th meeting), all signed except 24 September 1985.

Signed minutes of Midland Branch AGM (minutes for each year are filed with papers for the next year's AGM): 1984; 1985-1986 (with agenda, Secretary's Report and accounts); 1987 (with agenda and accounts); 1988 (with accounts); 1989 (with agenda, accounts, and copy of revised constitution); 1990 (with agenda, Secretary's Report and accounts); 1991 (with annotated agenda and accounts); 1992 (with agenda, Secretary's Report, report of Richard Holt, and accounts); plus accounts for 1993.

Inter-Branch Forum Report 1984-1987.

The file also contains lists of Midland Branch Committee members 1984-85, 1985-86, 1987-88; a list of Branch Officers 1986-1987; correspondence and circulars; a list of Midland Branch subscriptions paid into Guild account August 1987 to July 1988; and a copy of the revised Constitution adopted at the AGM in 1989.

1 file

Access: Open

UB/GG/I/1/1/4

Committee and AGM minutes

1973-1992

File of papers kept by Committee member [?Brian Giles] containing:

Minutes and meeting papers of Committee meetings 17 May 1973 to 17 February 1988 (52nd to 113th meetings). Minutes for meetings held on 15 January 1974 and 20th March 1979 (55th and 80th meetings) are missing. Some sets of minutes have agendas and correspondence attached, many have manuscript annotations.

Minutes and papers of Midland Branch AGM as follows: 1973 (minutes); 1974 (minutes,

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agenda, Secretary's Report); 1975 (minutes, agenda, Secretary's Report); 1976 (agenda, Secretary's Report, Treasurer's Report); 1977 (minutes, agenda, Secretary's Report); 1978 (agenda, Secretary's Report); 1979 (minutes); 1980 (minutes, agenda, Secretary's Report, accounts); 1981 (agenda, Secretary's Report, accounts); 1982 (minutes); 1983 (minutes, agenda, Secretary's Report, accounts); 1984 (minutes, agenda, Secretary's Report, accounts); 1985 (minutes, agenda, Secretary's Report, accounts); 1986 (minutes, agenda, Secretary's Report, accounts); 1987 (minutes, agenda, accounts with manuscript amendments); 1988 (agenda, accounts); 1992 (minutes); 1993 (agenda, accounts).

The file also contains notes, circulars, and correspondence, and lists of Midland Branch Committee members 1984-1995 to 1987-1988.

1 file

Access: Open

UB/GG/I/1/1/5 AGM papers 2006-2007

Agenda for Midland Branch AGM 2007 with balance sheet and income and expenditure account for year ending 31 July 2007, and copy of minutes from 2006 AGM.

1 file

Access: Open

UB/GG/I/1/1/6 Minutes and committee records 2010-2018

Minutes of Midland Branch Committee meetings 2011-2016 and minutes of Midland Branch AGMs 2010-2016, plus balance sheet and accounts for year ending 31 July 2017, and agenda and Acting Chairman's report for AGM 2018. The file also contains a copy of the Midland Branch constitution as agreed at the AGM in October 2013, contact lists, and copies of email correspondence. The minutes have been annotated by a member of the Committee.

With USB stick containing electronic copies of

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documents (73.6MB in Microsoft Word, Excel, pdf and jpeg formats).

A small amount of material is closed until 2038 for data protection reasons.

1 file

Access: Open, but subject to some access restrictions

UB/GG/I/1/2 Treasurer's records 1972-2006

Incomplete sequence of accounts and one file of correspondence.

3 files and 10 items

Access: Open

UB/GG/I/1/2/1 Annual accounts 1972-2006

Balance sheet and income and expenditure account for years 1964/65 to 2005/06 (excluding 1977/78, 1979/80, 1981/82, and 1985/86). Most sets of accounts are accompanied by a letter from the Treasurer or Auditor, some years include draft or annotated copies.

Accounts for 1993, 1997 and 2004 are accompanied by a Midland Branch AGM agenda for that year and a copy of the minutes from the previous year's AGM.

11 files

Access: Open

UB/GG/I/1/2/2 Correspondence 1990

Correspondence between Midland Branch Officers, University Finance Office and Lloyds Bank concerning Midland Branch Funds.

1 file

Access: Open

UB/GG/I/1/3 Publications 1990-2016

Copies of Midland Branch newsletters

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containing a programme of upcoming events and brief updates relating to the Guild of Graduates, University, and alumni relations.

1 file

Access: Open

UB/GG/I/1/3/1 Midland Branch News 1990-2006

Issues 1-35 and 37 (no.36 missing). There are two copies of no.31 (January 2005) with minor manuscript amendments.

1 file

Access: Open

UB/GG/I/1/3/2 Midland Branch newsletters 2011-2016

Issues of Midland Branch News numbered 44-46 (Summer 2011, Winter 2011/12, and Summer 2011-12) and six Midland Branch e-newsletters dated Summer 2012 to Autumn 2016.

1 file

Access: Open

UB/GG/I/1/4 Chairman's records 1965-2016

File of correspondence and meeting papers of Brian McDonald (Chairman of the Midland Branch 2014-2016) plus Chairperson's medal and gavel.

2 item

Access: Open, but subject to some access restrictions

UB/GG/I/1/4/1 Papers and correspondence 2011-2016

Papers of Brian McDonald (Chairman of the Midland Branch 2014-2016) including agenda for the Guild of Graduates and Alumni Association AGM 2016, and agenda for AGM 2013 with accounts, minutes of previous AGM, and Laws dated 2011 attached. The file also contains letters and copies of email correspondence relating to Midlands Branch

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meetings and events 2012-2016, a contacts list, and a printout of Midlands Branch webpages.

A small amount of the email correspondence is closed until 2034 for data protection reasons.

1 file

Access: Open, but subject to some access restrictions

UB/GG/I/1/4/2

Artefacts

c1965

Chairperson's wooden gavel and silver-gilt medal in box. The medal was designed, made, and donated to the branch in September 1965 by one of its founding members, C. David Neal. It features the University crest and text reading University of Birmingham Guild of Graduates Midland Branch.

2 items

Access: Open

UB/GG/I/2

Records of the Guild of Graduates Scottish branch

2002-2005

This sequence contains the only surviving records of the Scottish branch: an incomplete sequence of newsletters. The newsletters contain information about past and future events organised by the branch (including the AGM), lists of committee members, and Guild of Graduates and University news.

1 file

Access: Open

UB/GG/I/2/1

Birmingham University Graduates in Scotland News

2002-2005

Seven issues only: March 2002, Summer 2002, March 2004, Spring 2005, and Summer 2005, Spring 2011 and Summer 2011.

1 file

Records of the Guild of Graduates

Access: Open

UB/GG/J Records of Guild of Graduates social 1936-1998
activities

Papers relating to the annual Residential Weekend (or Graduates Weekend) 1982-1988, fragmentary records relating to dinners and graduate receptions, and one file relating to the Annual Forum 1998 marking the 30th anniversary of the 1968 student sit-in.

2 boxes

Access: Open

UB/GG/J/1 Residential Weekends 1981-1988

Files relating to annual Residential Weekend (or Graduates Weekend) 1982-1988 arranged by year. There is a printed programme for each year. The files for 1982, 1984, 1985, 1987 and 1988 include additional papers such as correspondence, booking forms, templates, finance records, and guest lists. There is a separate file of financial records relating to Residential Weekends 1985-1988.

8 files

Access: Open

UB/GG/J/1/1 Residential Weekend 1982 1981-1982

Papers relating to Residential Weekend 25-26 September 1982.

1 file

Access: Open

UB/GG/J/1/2 Residential Weekend 1983 1983

Two copies of printed programme for Residential Weekend 24-25 September 1983, one with manuscript annotations.

2 items

Access: Open

Records of the Guild of Graduates

UB/GG/J/1/3	Residential Weekend 1984	1983-1984
	Papers relating to Residential Weekend 22-23 September 1984.	
	1 file	
	Access: Open	
UB/GG/J/1/4	Residential Weekend 1985	1985
	Papers relating to Residential Weekend 21-22 September 1985.	
	1 file	
	Access: Open	
UB/GG/J/1/5	Graduates Weekend 1986	1986
	Printed programme for Graduates Weekend 20-21 September 1986.	
	1 item	
	Access: Open	
UB/GG/J/1/6	Graduates Weekend 1987	1986-1987
	Papers relating to Graduates Weekend 12-13 September 1987.	
	1 file	
	Access: Open	
UB/GG/J/1/7	Graduates Weekend 1988	1986-1988
	Papers relating to Graduates Weekend 24-25 September 1988.	
	1 file	
	Access: Open	
UB/GG/J/1/8	Residential Weekend finance	1985-1988
	Typescript and/or manuscript records of income and expenditure for Residential Weekends 1985-1988. There are additional papers such as photocopies of invoices and booking forms for years 1986-1988.	

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- 1 file
Access: Open
- UB/GG/J/2 Other social events 1936-1998
Papers and ephemera relating to events.
- 5 files
Access: Open
- UB/GG/J/2/1 Menus and ephemera 1936-1988
File contains:
Menus for Guild of Graduates Luncheons held on 4 July 1936 and 3 July 1937
Two tickets for Guild of Graduates Founders Day Dinner, 20 February 1975
Programme for Guild of Graduates Diamond Jubilee Reunion Weekend, 14-16 July 1967
Menu for Graduates' Dinner, 24 September 1988
Press-cutting relating to Guild of Graduates reception for Chancellor Sir Peter Scott (annotated Birmingham Sketch, September 1974)
- 7 items
Access: Open
- UB/GG/J/2/2 Dinners 1977-1984
File [kept by Brian Giles] containing menus for 'informal dinners' with the Guild of Students 1978, 1980, 1981, 1983, 1984 and Aston Graduates Association 1977, 1981, 1984, with memos relating to dinners.
- 1 file
Access: Open
- UB/GG/J/2/3 Graduation day receptions 1985-1989
Papers relating to Guild of Graduates receptions for new graduates and their

Records of the Guild of Graduates

parents 1985-1988. The file contains papers relating to marquee hire, manuscript and typescript notes on income and expenditure, and administrative papers such as rotas, checklists, briefing notes and correspondence with volunteers.

The file also contains a copy of the minutes of the Events sub-committee 30 October 1985, a copy of Bulletin dated 30 June 1986 containing a short piece on the receptions, photographs of marquee reception [?1988], lists of Guild of Graduates representatives attending degree ceremonies in summer 1987 and 1988, and a letter from Guild of Graduates President D. E. Jordan to Registrar A. M. Hutton, dated November 1986, about the Guild's attempt to host receptions at winter congregations.

1 file

Access: Open

UB/GG/J/2/4

Open Days

1986-1987

Papers relating to the Guild of Graduates' participation in the University Open Day on Saturday 25 April 1987 including correspondence, checklists and forms, promotional material including a copy of 'Open Day News', notes on income and expenditure, and invoices. Plus papers relating to the Guild of Graduates' involvement in the Schools Open Day, 23 March 1987, including correspondence, open day booklet, and guidance for volunteers.

1 file

Access: Open

UB/GG/J/2/5

Annual Forum 1998 marking anniversary of 1968 student sit-in

1998

Papers relating to the Annual Forum of the Guild of Graduates and Alumni Association, 21 November 1998, at which Professor Anthony Bryer gave a paper on the student sit-in of 1968. The file contains correspondence between the Guild of

Records of the Guild of Graduates

Graduates and Professor Bryer, a personal account of the sit-in by 'Reluctant Participant' John Warre illustrated with photographs, correspondence from Angus Skene and Barry Patchet to Professor Bryer giving their recollections of the sit-in, and an account of the events of 1968 by Peter Ullathorne (President of the Guild of Graduates and Alumni Association and editor of student newspaper Redbrick in 1968).

The file was donated by Professor Bryer in 1998. It is assumed that Bryer acquired recollections of the sit-in in preparation for his talk.

1 file

Access: Open

UB/GG/K Records relating to Conference of University 1948-2003
Convocations

Papers relating to Conferences of University Convocations held in the 1970s and 1980s, including a sequence of records relating to the conference held at University of Birmingham in 1987. The series also contains one file relating to the University Constituency, and records of other meetings on alumni matters within the University of Birmingham and with external organisations.

Administrative history: The Conference of University Convocations succeeded the Joint Standing Committee of Convocations, which was formed in 1918 in response to the establishment of the Combined English Universities Constituency. The JSCC was made up of representatives of graduate associations within the Combined English Universities Constituency, and was intended to identify and support suitable electoral candidates. Due to the risk of party bias the JSCC soon widened its remit to become a forum for discussion of graduate interests more broadly, and graduate associations outside of the University Constituency were allowed to join. The University Constituency was abolished in 1948 and the JSCC became the Conference of University Convocations in

Records of the Guild of Graduates

1952 (and later Conference of University Convocations and Graduate Associations). The CUC held an annual conference where representatives of graduate associations could discuss matters of shared interest.

10 files

Access: Open

UB/GG/K/1 Papers relating to Conference of University Convocations 1948-2003

Incomplete sequence of files relating to conferences held in the 1970s and 1980s and other meetings on alumni matters in the 1990s-2000s, plus one file relating to the University Constituency.

5 files

Access: Open

UB/GG/K/1/1 University Constituency c1948-c1986

Collection of notes, cuttings, and photocopies of publications relating to the University Constituency, plus correspondence (largely of Guild of Graduates President N. I. Bond-Williams) dating from 1948 regarding the abolition of the University Constituency.

1 file

Access: Open

UB/GG/K/1/2 Conference at Manchester, 1977 1977

File contains correspondence and conference material including programme, agenda, unconfirmed minutes, summary of papers, summary of discussion on the theme 'The Inter-Relationship of the Universities and the Community', reports of convocations, list of attendees with room numbers, CUC accounts for year to 31 March 1977, unconfirmed minutes from CUC Annual General Meeting 1976, and printed literature such as maps, University of Manchester prospectus and two issues of University of Manchester's 'Contact: Research Consultancy Service' magazine.

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1 file

Access: Open

UB/GG/K/1/3 Conference at University of Aston, 1981 1981-1982

File contains photocopies of conference programme, proceedings and resolution, unconfirmed minutes, summary of papers, CUC accounts 31 March - 31 December 1980, and reports of convocations. Also includes correspondence, list of attendees staying at University Village, newsletters of Aston Graduates Association and University of Salford Convocation, and University of Aston campus map.

1 file

Access: Open

UB/GG/K/1/4 Papers relating to various Conferences 1975-1986

Incomplete sequence of papers relating to Conferences in the 1970s and 1980s: Guild of Graduates memos relating to upcoming conferences, programmes for CUC 1975, 1976 and 1979, copies of the Guild of Graduates and other convocations' reports to conference (1975-1976), and Conference of University Convocations accounts for year to 31 March 1976.

1 file

Access: Open

UB/GG/K/1/5 Papers relating to meetings on alumni affairs 1998-2003

File contains:

Guild of Graduates and Alumni Association Report on activities of University Council, 2001-2002 (written by Peter Ullathorne, March 2003)

Notes on Regional Convocation Meeting held 10 November 2001 in Liverpool, with various alumni associations' (including Birmingham's) responses to questionnaire on organisation, finances, etc drawn up in preparation for next

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meeting in Leeds [?June 2002]

Minutes of Midland Branch Committee meeting, 21 February 2002

Notes of meeting with Professor Spencer, 3 November 1998, relating to the Alumni Affairs Committee and the position of the Guild of Graduates and Alumni Association

Notes of meeting held in Manchester, 5 May 2001, attended by representatives of Birmingham, Leeds, Liverpool and Manchester convocations

1 file

Access: Open

UB/GG/K/2 Records relating to Conference of University Convocations held at University of Birmingham, 1987 1984-1987

Papers relating to conference hosted by the Guild of Graduates 3-5 April 1987, with the theme 'Who Speaks for the Universities?'

5 files

Access: Open

UB/GG/K/2/1 General file 1984-1987

File of papers arranged in the following sub-sections:

Arrangements: containing handwritten notes [?by Margaret Cannadine, Guild Administrator 1980-1988] on matters such as the conference programme, rotas, and accommodation

Correspondence with the University

Costings and booking form

CUC: containing correspondence with officers of the CUC and other alumni associations, address list of CUC officers and executive members, list of clerks of convocations, copy of minutes of CUC Annual Business Meeting 3 and 5 April 1987, balance sheet as at 31

Records of the Guild of Graduates

December 1986, minutes of meeting of CUC
Executive 5 April 1987

Participants: containing delegate list

Programme: containing draft and final
programme

Publicity: containing two circulars

Residences and conferences: containing
notes and correspondence relating to
organisation of conference accommodation

Resolutions: containing copy of resolutions
made at the conference

Speakers: containing list of speakers,
correspondence with speakers or their
representatives, and copy of briefing
information for political forum

1 file

Access: Open

UB/GG/K/2/2 Reports and conference papers 1987

Containing the following items:

Conference programme and report, which
includes copies of papers and summary of
debates

Summary notes of paper given by Sir Francis
Tombs, Chairman of Rolls-Royce PLC

'Funding Research in Universities', paper
given by Professor M. W. Thompson, Vice-
Chancellor and Principal of the University of
Birmingham

'In Support of Higher Education', report
presented by the Conference of University
Convocations Working Party, April 1987

1 file

Access: Open

UB/GG/K/2/3 Conference dinner 1987

Records of the Guild of Graduates

	<p>File contains correspondence with attendees, administrative notes on the organisation of the dinner and overnight accommodation, notes on menu and cost, menu card and seating plan.</p> <p>1 file</p> <p>Access: Open</p>	
UB/GG/K/2/4	<p>Accounts</p> <p>Details of income and expenditure for the conference.</p> <p>1 file</p> <p>Access: Open</p>	1987
UB/GG/K/2/5	<p>Audio cassettes</p> <p>Three cassettes assumed to contain recordings of proceedings of Conference of University Convocations 4 April 1987. The cassettes are labelled:</p> <p>No.1, 9.20am to 11.49am</p> <p>No.2, 11.49am to 12.55; 2.33 to 3.33pm</p> <p>No.3</p> <p>3 items</p> <p>Access: Open</p>	1987
UB/GG/L	<p>Guild of Graduates ephemera</p> <p>University of Birmingham branded items, presumably sold as souvenirs by the Guild of Graduates.</p> <p>2 items</p> <p>Access: Open</p>	c1980s
UB/GG/L/1	<p>University of Birmingham tie</p> <p>Bears University of Birmingham coat of arms.</p> <p>1 item</p>	c1980s

Records of the Guild of Graduates

Access: Open

UB/GG/L/2

University of Birmingham medal

c1980s

Bears University of Birmingham coat of arms.

1 item

Access: Open