Alumni Council Member

ROLE DESCRIPTION

Term of Office: Two years

Responsible to: University Council

Supported by: The Advancement Office

Roles and Responsibilities of the Alumni Council:

1. Provide an external lens, review and advise on the both the Alumni Relations and University strategic plan;
2. To support the University and the Campaign by leveraging networks;
3. To maintain a strong knowledge about the University and its activities;
4. To facilitate the development and standing of the alumni body of the University as well as their positive connection to the University.
5. To build relations with alumni, academic and professional staff members to support these processes;
6. To serve as an ambassador for the University by building partnerships and expanding supporters.

Duties of Each Alumni Council Member:

1. Be informed about the Alumni Council, its mission, members, projects, and activities.
2. Attend Council meetings. There are up to 5 Alumni Council meetings and 1 planning session each year.
   a. Plan your schedule to enable regular attendance at Council meetings, be on time, and stay until the business is concluded.
   b. Read papers and be prepared to discuss issues and agenda items.
   c. Contribute your knowledge and expertise through expressing your point of view.
   d. Consider other points of view, make constructive comments and suggestions, and help the Council make decisions that benefit the University, students and alumni.
   e. Advise the President well in advance if you are not able to attend any meeting.
3. Serve as an active member of committees, working groups or the like as may be agreed.
4. Contribute to the University through gifts of time, skills and financially, as appropriate to each member’s circumstances.
5. Actively participate in University events and social media platforms. Participate in no less than two events each year. We encourage at least one event be related to the work of a subcommittee.
6. Participate in the recruitment and recommendation of new Alumni Council members.
7. Reflect on your experience with the Alumni Council each year.
8. Undertake all duties and activities in a positive and respectful manner as befits a lead role model of the University community.

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