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# **University of Alberta Alumni Association Operating Documents**

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with editorial changes in January  
2021 and August 2021 to reflect  
new operational titles and  
positions; additional editorial  
changes in January 2024 to  
incorporate elements of the new  
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# BACKGROUND INFORMATION

## ORGANIZATIONAL HISTORY

Since its creation in 1915, the University of Alberta Alumni Association has functioned as an unincorporated entity, tied closely to the University. Originally the organization collected membership dues to fund its activities. In 1959, it was generating revenue by conducting fundraising among its membership. By 1970, the Association reached a landmark agreement with the University, in which it agreed to stop fundraising, turned over management of the alumni records to the University, and began receiving an operating grant from the University. For many years the Association relied on a secretary position, funded by the University, to oversee its records and office. In the 1980s, an Office of Alumni Affairs was staffed by the university and charged with administering alumni records, alumni programming, *New Trail* magazine, and working closely with the volunteer organization. The staff costs of that office were funded by the university. The annual grant to fund programming was replaced by affinity program revenue (alumni membership benefit programs). From the 1990s through to 2014, affinity revenue funded Association programming exclusively and budgeting of that revenue was completed jointly by the staff and volunteers. Revenue for programming was held in trust by the University.

In 2012, the Office of the Auditor General of Alberta identified that accounts held in trust by post-secondary institutions should be reviewed to clarify which accounts should be consolidated with the finances of the institution and which accounts should be distinct and separate from the organization. In response, the Alumni Association and the University's finance team reviewed the way the Alumni Association funds were held and managed. It was determined that the Alumni Association had a choice to separately incorporate, removing affinity revenue and program spending from University accounts, or bring the Alumni Association organization and resources more formally within the University of Alberta. It was decided that the work of the Alumni Association, Office of Alumni Relations and University were interconnected to such an extent that any form of separation – legal or financial – was not practical or in the long-term best interest of the institution or its alumni.

In May 2014, in consultation with Alumni Council, a Charter document was recommended by the VP Advancement and approved by the Board of Governors, and was then presented at the Annual General Meeting of the Alumni Association in May and ratified formally by e-mail vote on June 9, 2014. The Alumni Council endorsed the new charter, which defined the relationship of the University and Association, the responsibilities of both parties and financial matters.

In 2015, a Terms of Reference was created by the Alumni Association to outline its roles, responsibilities, and operational matters. Accompanying the Charter and Terms of Reference are attachments that define procedural matters pertaining to Alumni Association membership, code of conduct, and operations. This suite of documents replaces the previous Alumni Association/University Memorandum of Understanding and Alumni Association Bylaws.

# SECTION 1

## ALUMNI ASSOCIATION CHARTER

### INTRODUCTION

The Alumni Association is recognized by the Board of Governors of the University of Alberta as representing all graduates of the University of Alberta (the “University”). The Alumni Association holds a unique place within the University, with the role of engaging more than 310,000 alumni for the benefit of the University. The Alumni Association is led by an advisory council herein referred to as Alumni Council, with terms of reference informing its membership, structure and operations.

**Our Alumni Community** - We are “creative, collaborative and confident global citizens” making our mark on the world and the university. We are “change makers, community builders, and world shapers” (*Shape: A Strategic Plan of Impact, pg 8*).

**The Alumni Association** builds a supportive and proud community of graduates through programs that celebrate alumni, promote volunteerism, advocacy and giving, and provide lifelong learning opportunities.

### OUR VALUES:

**We are guided by our core values as we engage with and involve more than 310,000 alumni worldwide:**

- **Belonging** - creating accessible and welcoming spaces; celebrating our diverse alumni community, including those who have been excluded in the past or present.
- **Truth and understanding** - repudiating systemic racism; continuing to build respectful relationships with First Nations, Métis and Inuit alumni and community members; and promoting decolonization\* education.
- **Community** - nurturing a supportive network of graduates to connect with the university, our communities and each other.
- **Service** - giving generously of time, expertise and financial support to help students, our alumni community and the university.
- **Innovation** - embracing a spirit of creativity while creating high-impact, responsive and relevant programs and services.
- **Leadership** - leading with purpose as ambassadors and catalysts of sustainable and innovative solutions that benefit alumni, the university and communities.
- **Lifelong learning** - embracing the positive impacts of research and teaching, exploring different viewpoints, sharing evidence-based information, encouraging curiosity and the desire to learn and grow.

\*Decolonization is defined as a guiding value and principle in *Braiding Past, Present and Future: University of Alberta Indigenous Strategic Plan* as: “repudiating the racist justifications and dismantling the colonial structures aimed at disenfranchising Indigenous Peoples of their legal, social, cultural, religious and ethnic rights; reclaiming Indigenous identity, language, culture and worldviews” (page 14).

The Alumni Association has a formal point of connection to the President of the University, who ultimately approves of alumni relations strategy. Alumni Council works directly with the Office of Alumni Relations, or its successor, in the External Relations portfolio to execute alumni relations priorities.

Alumni Council consults with the Office of Alumni Relations to create a strategic plan for alumni relations for the University. This strategic plan will inform the budget accorded to alumni relations activities, the benefits offered to alumni through affinity partnerships and the communications strategies utilized to connect with alumni.

Because the Alumni Association is part of the University, all legal arrangements and agreements on behalf of and for the benefit of University alumni are entered into by and in the name of the University.

## CHARTER FRAMEWORK

- Alumni Council will work as an active participant with the Office of Alumni Relations to create an alumni relations strategic plan for the University and its alumni.
- Alumni Council is engaged as a major stakeholder in the University alumni relations budget process. Alumni Council acts as an active participant in the creation of the budget accorded to Alumni Relations activities by contributing advice through the strategic plan. Final Alumni Relations budget decisions are made by the University.
- The University commits to consulting with Alumni Council with respect to affinity partnership agreements that benefit all alumni. Alumni Council will provide input into affinity partnership agreements to ensure alignment with the Alumni Association's values.
- Legal agreements with affinity partners are the responsibility of the University and as such the University shall have final authority over all agreements. Revenue derived from affinity agreements will be allocated in accordance with the terms of the legal agreements including, where appropriate, allocation to support alumni relations projects. Budgets reflecting the use of revenue derived from affinity partnerships will be communicated to Alumni Council. Surpluses accrued to these budgets will follow University policy and, as appropriate, will be used to contribute to alumni relations projects reflecting the values of the Alumni Association.
- Alumni Council will communicate with the alumni community in a variety of ways through the Office of Alumni Relations, with the ability to promote alumni relations programs and services, conduct surveys and deliver messages to members of the Alumni Association, all to foster long- term connection to the University. The personal information of alumni will be managed by the Office of Alumni Relations.
- The University of Alberta agrees that any official marks registered by the University for the benefit of, and pertaining to, the Alumni Association, including without limitation official mark registration number 922651, shall be used for the benefit of the Alumni Association and shall not be otherwise used by the University without first consulting with Alumni Council.
- Alumni Council will appoint two members to the *New Trail* Advisory Committee with the mandate of making recommendations to the direction of *New Trail* Magazine, the university's primary communications vehicle with alumni. A message to alumni from The President of the Alumni Association and/or the Executive Director, Alumni Relations will be included in each edition of *New Trail* magazine distributed to alumni.
- Alumni Council will work as an active participant with the Office of Alumni Relations to build the brand, image and reputation of the Alumni Association and the University, providing strategic programming recommendations to enhance the emotional connection of our alumni to the University and to encourage active engagement with the University
- Alumni Council expresses opinions on behalf of alumni and endeavors to protect and extend the values of the Alumni Association and the University.
- Alumni Association chapters will enjoy a similar relationship with the University. Alumni Association chapters have the ability to create Alumni Relations programs and initiatives that

*CHARTER FRAMEWORK...continued.*

best engage the specific cohorts of alumni they represent. Chapters are funded by specific initiatives, which may be suggested by either chapter representatives or University staff. Final decisions regarding these University funds will be made by the appropriate University employee, after consultation with alumni chapter personnel. These funds, as appropriate, will be allocated to contribute to Alumni Relations activities reflecting the priorities of the chapter. Alumni Chapters will have the right to recruit and appoint members to their chapter executive boards. Alumni Council will work with the Office of Alumni Relations to facilitate relationships with Alumni Association regional, faculty and campus chapters.

- Alumni Council recruits and appoints all members to Alumni Council, and nominates current members to leadership positions as defined in the Alumni Association terms of reference.
- Alumni Council will take an active and supportive role in encouraging a culture of philanthropy among alumni. Alumni Council will be updated on fundraising achievement and strategy annually by the VP (External Relations). Should the Alumni Association or its chapters identify a priority project that requires fundraising, it will work with University External Relations to determine its feasibility. All projects must be decided upon by University External Relations with strategies led by University External Relations.
- The President of the Alumni Association will have a clear connection directly to the President and Vice-Chancellor of the University in all cases when communication is required. The President of the University will be the honorary President of the Alumni Association and as such will be provided with membership on Alumni Council. The President of the University will be invited to address Alumni Council annually. Alumni Council will report its progress to the President of the University on an annual basis.
- The Executive Director, Alumni Relations leads the Office of Alumni Relations, within the portfolio of External Relations at the University of Alberta. This role will be the direct day to day working connection with the Alumni Association and will work closely with the President of the Alumni Association and all members of Alumni Council. Alumni Council will be represented on the Advisory Selection Committee for the selection of the VP (External Relations).

**DATE OF CHARTER CREATION AND APPROVAL:** *In May 2014, in consultation with Alumni Council, a Charter document was recommended by the VP Advancement and approved by the Board of Governors, and was then presented at the Annual General Meeting of the Alumni Association in May and ratified formally by e-mail vote on June 9, 2014. The Alumni Council endorsed the new charter, which defined the relationship of the University and Association, the responsibilities of both parties and financial matters. Editorial changes were made in January and August 2021 to reflect changes to operational titles and positions. Additional editorial changes were made in January 2024 to incorporate elements of the 2024-27 Alumni Engagement Strategic Plan (updated mission and values).*



## SECTION 2

# TERMS OF REFERENCE

### 1.0 NAME, PURPOSE AND STATUS

The University of Alberta Alumni Association (the “Association”) comprises all **graduates** of the University of Alberta, an important constituent group and stakeholder of the University of Alberta. The Alumni Association is part of the University and is led by an advisory group called Alumni Council (the “Council”) that has a Terms of Reference informing its membership, structure and operations. The Council works closely in an advisory capacity with the Office of Alumni Relations to provide guidance and assistance in strengthening the relationship that graduates of the University of Alberta (the “university”) have with their alma mater and each other.

### 2.0 COUNCIL OBJECTIVES

- 2.1 To serve and represent all alumni of the university, providing alumni with a clear voice.
- 2.2 To ensure that alumni continue to actively engage with and support the university.
- 2.3 To provide valued engagement opportunities for alumni and students to connect with the university and each other.
- 2.4 To assist the university in reaching its strategic goals.
- 2.5 To enhance the reputation and profile of the university.

### 3.0 COUNCIL ROLES AND RESPONSIBILITIES

- 3.1 Acts as the voice of alumni to the university.
- 3.2 Actively participates with the Office of Alumni Relations to create an alumni relations strategic plan and supports implementation of the plan.
- 3.3 Makes recommendations and approves amendments on operational documents such as the Terms of Reference.
- 3.4 Establishes Council committees and approves committee priorities.
- 3.5 Nominates alumni representatives to the Senate and Board of Governors.

- 3.6 Nominates alumni representatives to advisory committees when requested by the University.
- 3.7 Acts as a key advisor on alumni matters and offers alumni perspectives for the University.
- 3.8 Acts as a liaison with the alumni community and university, providing each with insights and feedback.
- 3.9 Identifies and recommends engagement programming of benefit and interest to alumni and students.
- 3.10 Supports the promotion of the University and Alumni Association brand and messaging.
- 3.11 Engages in the identification and cultivation of volunteers for various alumni and university positions.
- 3.12 Works collaboratively with other university stakeholders and partners.
- 3.13 Ratifies the selection of all council members.

#### **4.0 COUNCIL COMPOSITION**

Alumni Council is composed of the following members:

- 4.1 All members holding the Alumni Association offices of president, president-elect, past-president or committee chairs of Council committees.
- 4.2 One representative from each degree granting faculty of the university.
- 4.3 Members-at-Large as recommended by the Nominating Committee. The total number of members-at-large may vary but will generally not exceed the number of faculty positions to provide a balanced membership.
- 4.4 Sitting Alumni Association representatives to the University's Board of Governors (2) and Senate (2).
- 4.5 One representative of the academic staff of the University.
- 4.6 The following ex-officio members: the president of the University of Alberta Students' Union (or their designate) and the president of the Graduate Students' Association of the University of Alberta (or their designate).
- 4.7 The following ex-officio (non-voting) members: the president of the University who is the Honorary President of the Alumni Association), the university vice-president whose portfolio includes Alumni Relations, the executive director (Alumni

Relations), and the Dean of Students (and/or designate).

- 4.8 As part of the recruitment process for Alumni Council, on occasion, the Nominating Committee may invite alumni not selected to serve on Alumni Council to instead to serve on an Alumni Council Committee (or equivalent) for the duration of one year as a public committee member.
- 4.9 If a strategic need is determined, the Executive Director (Alumni Relations) and the Alumni Association President may offer an invitation to a member of the alumni community to serve on a committee (or equivalent) for the duration of one year. Such invitations can be offered in situations where a member of the alumni community is identified as having a certain skill set not currently represented on Alumni Council, and which is required for achieving the goals of a committee in a given year.

## **5.0 TERMS OF OFFICE**

- 5.1 The terms of office are in place to facilitate systematic movement of new volunteers onto council and retirement of sitting members of council, with the goal to ensure volunteer renewal and to achieve a balance of returning and new membership serving in an advisory capacity.
- 5.2 An individual will serve as either a faculty representative, member-at-large, or academic representative or any such combination of those positions on council to combine for no more than three years of service. For greater clarity, see Appendix F, which shows that if a faculty representative/member-at-large does not progress to the executive committee within their three-year term, their term of service ends after three years.
- 5.3 Other than ex-officio members, no member of Alumni Council serves in any particular role for more than one term; however if necessary, the Council may extend the term of office of a sitting member for one year. The nominating committee uses its discretion to extend positions for one year only when, for example, there is a strategic reason identified by a faculty, a particular chair or leader has a certain skill set required for a committee or role, or an individual is cultivated for a specific leadership position.
- 5.4 The term of office of the members of Alumni Council commences on June 1. In the case of positions vacant on June 1, the term of office for those elected to the vacant

offices will commence immediately following their election to council and the anniversary of first year of service will be May 31, regardless of start date.

- 5.5 The Alumni Association president-elect serves one year, followed by a two-year term as president, and one year as past-president.
- 5.6 Any member elected to serve as a committee chair on Alumni Council holds office for a single year; however, Council has the power to extend the term of office for an additional year. For greater clarity, after having served as committee chair for one year, if not appointed to serve on the Board, Senate, president-elect, or nominated to extend as chair for an additional year, then the Executive member retires from Council.
- 5.7 On occasion, the nominating committee may elect to have co-chairs oversee a committee. Having two chairs lead a committee is viewed as an exception not standard practice.
- 5.8 Should a faculty representative, or member-at-large be elected to serve as a Board of Governors or Senate Representative, they vacate their previous position to assume the new role. Their term on Executive Committee will end after three years of service as a representative to the Senate or to the Board of Governors.
- 5.9 Individuals invited to serve on an Alumni Council Committee as a public committee member, as part of the Nominating Committee selection process for new members, serve for one year. Their term as a public member will normally extend from June 1 to May 31, to parallel the term of office of Alumni Council members. There are no extensions of term.
- 5.10 Individuals invited to serve on an Alumni Council Committee for a strategic need, as invited by the Executive Director (Alumni Relations) and the Alumni Association President, serve for one year. Their term as a committee member will normally extend from June 1 to May 31, to parallel the term of office of Alumni Council members. There are no extensions of term.

## **6.0 EXPECTATIONS OF ALUMNI COUNCIL MEMBERS**

- 6.1 To attend, prepare for and actively participate in Alumni Council meetings, committee meetings and initiatives.
- 6.2 To comply with the Alumni Association Code of Ethics appended to the Terms of Reference, found in Section 3 of this document.

- 6.3 To promote the projects, events, services and programs offered to alumni and students through the University and the Alumni Association.
- 6.4 To advocate for the University and the Alumni Association, encouraging other alumni to become involved in the Association and Council.
- 6.5 To connect with students who are future members of the Alumni Association.

## **7.0 MEETING AND VOTING**

- 7.1 The Council meets no less than twice annually.
- 7.2 The Alumni Association President, or his/her delegate, acts as the chair for Alumni Council meetings.
- 7.3 At Council meetings and Executive meetings, 60 per cent of voting members will constitute a quorum.
- 7.4 The chair will oversee meetings, observing best practice for meeting reporting, discussion and voting (Note: On points of order the chair may consult *Bourinot's Rules of Order*).
- 7.5 Emphasis in meetings is on discussion and consensus building.
- 7.6 Where there are matters of importance or contention, the chair may call for a motion from the floor and call for a vote, with 51 per cent yes votes required to approve the motion.
- 7.7 Voting members include the full council, except ex officio (non-voting) members or staff.
- 7.8 Public Committee members or any member of the alumni community invited to serve on a committee (or equivalent) as outlined in 4.8 and 4.9 will have full voting rights on the committee that they have been invited to serve on for one year.
- 7.9 Proxy votes are not permitted; however, votes submitted in writing, by fax or by e-mail will be accepted.
- 7.10 A year-end meeting of the Alumni Association will be held in May at which an annual report will be provided, highlighting yearly engagement activities, goals and outcomes.

## **8.0 NOMINATIONS AND RATIFICATION**

- 8.1 The Alumni Council Nominating Committee is responsible for overseeing the process of nominating candidates for membership on Alumni Council and its executive positions.
- 8.2 In identifying and selecting candidates, the Nominating Committee will consider the following: input from Alumni Council, Deans, and the executive director; candidate attributes; and the need for broad representation of alumni on Alumni Council.
- 8.3 The Nominating Committee will bring forward recommendations to Council for each vacant position, after which Alumni Council will ratify those recommendations by a vote at the year-end meeting.
- 8.4 Detailed nomination processes are appended to the Terms of Reference and can be found in Section 4 of this document.

## **9.0 EXECUTIVE COMMITTEE**

- 9.1 The composition of the Executive Committee is as follows:
  - 9.1.1 The Alumni Association president (serves as chair).
  - 9.1.2 The past-president or president-elect.
  - 9.1.3 The current Alumni Association representatives to the University's Board of Governors.
  - 9.1.4 The current Alumni Association representatives to the University's Senate.
  - 9.1.5 Committee Chairs
  - 9.1.6 Other members ratified by Alumni Council to serve on the Executive Committee.
  - 9.1.7 The Executive Director (Alumni Relations) and other staff as assigned (all non-voting).
- 9.2 Responsibilities of the Executive Committee include:
  - 9.2.1 Administer affairs of Council between meetings of Council.
  - 9.2.2 Represent Council as necessary.
  - 9.2.3 Provide leadership for strategic planning in cooperation with the Office of Alumni Relations.
  - 9.2.4 Review budget and financial matters of the Office of Alumni Relations presented by the Executive Director (Alumni Relations).
  - 9.2.5 Ensure the efficiency of Alumni Council and its committees.
  - 9.2.6 Review recommendations of the affinity committee for partnerships and benefits available to the alumni community.
  - 9.2.7 Review communications strategy and implementation with the alumni community.

9.2.8 Appoint Council representation to sit on the selection committee for the VP (External Relations) and other search committees.

### 9.3 Authority of Executive Committee

9.3.1 Significant decisions made by the Executive Committee will be relayed to Alumni Council on a regular basis.

9.3.2 Decision-making for Council business rests primarily with the Executive Committee with the exception of:

9.3.2.1 The Nominating Committee, which selects and recommends an executive slate, selects and recommends new council members, and resolves issues of member non-performance.

9.3.2.2 The Council, ratifies new council members and the executive slate; amends and approves operational documents such as the Terms of Reference by Council; and approves formation and disbanding of Alumni Chapters.

## 10.0 NOMINATING COMMITTEE

10.1 The Nominating Committee includes the past-president or president-elect, the president, current alumni representatives to the University's Board of Governors and Senate, and the executive director (non-voting).

10.2 The Nominating Committee is chaired by the past-president or president-elect, depending on which position is filled in that year.

10.3 The Nominating Committee establishes a procedure for recruitment and is responsible for recruiting, vetting and recommending new members to Alumni Council and its executives in keeping with the Terms of Reference for Alumni Council.

10.4 The Nominating Committee is responsible for resolving issues of Council members not fulfilling their duties. Proactive intervention is ideal to ensure a member's involvement is mutually beneficial; however, the Nominations Committee does have the authority to remove members.

10.5 Grounds for dismissal may include, but are not limited to, the following: missing more than 25 per cent of meeting obligations; illegal, violent or unsafe acts; failure to abide by university policies and procedures; gross misconduct; theft of property or misuse of university funds, equipment or materials; being under the influence of illegal drugs or alcohol while performing volunteer duties; or due to conflicts that would make it impossible to appropriately perform an ambassador role while on council. Recognizing that the Nominating Committee may have to act quickly due to time sensitivity, they will inform Alumni Council Executive of their decision and actions at the earliest opportunity.

## 11.0 OTHER COMMITTEES

- 11.1 Other committees may be established by the Executive Committee, working with Alumni Relations to fulfill operational needs.
- 11.2 Except for the standing committees (Executive and Nominating), the Executive Committee determines the priorities, composition and reporting structure of all other committees of Council on an annual basis. These committees may be working committees, advisory committees or ad hoc committees.

## **12.0 ALUMNI CHAPTERS**

- 12.1 Alumni Council works with the Office of Alumni Relations to facilitate the creation and operation of Alumni Association Chapters uniting graduates of particular backgrounds, locales or interests.
- 12.2 Council formally constitutes and, when necessary, disbands University of Alberta Alumni Association Chapters by vote, based on input from the chapter volunteers, relevant deans and administration.

## **13.0 ALUMNI COUNCIL AND OFFICE OF ALUMNI RELATIONS**

- 13.1 The Office of Alumni Relations (the “office”) is responsible for leading a university-wide strategy to engage alumni.
- 13.2 The Alumni Association, led by Council, is an advisory body working with the office to advance alumni engagement priorities.
- 13.3 The Office serves as secretariat for Alumni Council and provides staff lead for Council committees and subcommittees.



## SECTION 3

### **COUNCIL CODE OF CONDUCT**

1. Alumni Council members are volunteers serving the alumni community and the University. They serve without financial remuneration. The Alumni Association and the Council is part of the University.
2. Those serving on Alumni Council shall not be employed by or contracted by the Office of External Relations and its offices.
3. Alumni Council and committee members are expected to fulfill their roles with good faith, honesty and integrity, carrying out their responsibilities in a professional and timely manner.
4. Alumni Council and committee members are required to act at all times in the best interest of the University, refraining from putting personal interest ahead of the University.
5. If conflicts of interest, potential conflicts of interest or conflict of commitment do arise, Council Members are expected to take steps to remove the conflict, fully disclose the relevant circumstances to the Council or committee chair, or abstain from vote or discussion. Conflict of interest or conflict of commitment must be avoided and when identified must be managed according to the highest principles of the University's Statement of Ethical Conduct.
6. It is not appropriate for Alumni Council or Committee Members to use university resources -- including staff, equipment or information technology -- for personal purposes or the benefit of third parties.
7. Alumni Council and committee members shall not disclose in any way confidential information obtained through their involvement with the Alumni Association or act upon such information for their personal gain or the benefit of outside parties; this also applies to former members after they leave Council and committees.
8. Alumni Council and committee members may not solicit gifts or other favours from any organization or individual with actual or potential business involvement with the University or the University's advancement initiatives; gifts or benefits must be fully disclosed to Council or the Committee Chair.

*Note: For clarity, the Alumni Council Code of Conduct supplements the University's Statement of Ethical Conduct*

## SECTION 4: Appendix

# OPERATIONS AND PROCEDURAL MATTERS

### **PART A: Definition of Alumni Association Members**

1. Regular Membership:

Any graduate of the University of Alberta having been granted a degree or diploma automatically becomes a member of the Alumni Association. There are no membership fees. Membership lists are maintained by the University of Alberta and are subject to Provincial privacy regulations.

2. Associate Membership:

Associate Alumni are comprised of three separate groups of individuals, all of whom have spent a considerable amount of time at the University of Alberta:

- a) Any person who has completed a program at the University in which the University does not grant a degree, or did not grant a degree at the time of completion of such program, and has subsequently graduated from a post-secondary education institution recognized by the Council as a "university", may become an associate Member of the Association upon application to Council.
- b) Certificate Holders – Those University of Alberta students who have completed a program that is deemed to be a Certificate by the University of Alberta and its faculties, including those from the Faculty of Extension.
- c) Faculty of Medicine and Dentistry Residents – Those University of Alberta students who have completed their medical or dental residencies within the Faculty of Medicine and Dentistry, receiving their diploma from the College of Physicians and Surgeons of the Province of Alberta.

*Note: Due to privacy permissions, only Certificate Holders and Medical and Dental Residents completing their programs after January 1, 2013 are automatically included as Associate Alumni.*

### **PART B: Annual Budget Development and Reporting**

- Office of Alumni Relations prepares and manages the budget that funds alumni engagement activities.
- The strategic plan guides budget development and Alumni Council provides input and advice into the strategies and priorities of the strategic plan.
- Alumni Relations provides upcoming budget priorities to the Executive Committee in advance of the annual year-end meeting, and provides a summary of the yearly budget and expenditures at the first executive meeting following the year-end meeting.

## PART C: RECRUITMENT PROCESS – EXECUTIVE AND NEW COUNCIL MEMBERS

- The nominating committee is responsible for establishing and following a transparent recruitment process. The committee recruits new members to Alumni Council, completing interviews to determine suitability. The nominating committee also interviews all potential executive committee members. Through a competitive process, the nominating committee assigns the best candidates to the roles on executive committee and council, based on leadership attributes. The nominating committee manages this through discussion and consensus. Where consensus cannot be reached, the nominating committee will rely on vote.
- The council and executive committee slate are voted on by Alumni Council prior to the year-end meeting. Each nominee on the slate is voted on and will be assigned to council if they receive 51 per cent of the council vote.
- The following outlines the typical steps and timelines followed by the nominating committee for the completion of recruitment tasks:

Month	Executive Committee Slate	New Council Members
November	- Consider vacancies and retirement schedule of sitting executive members to determine slate needs	- Identify vacancies on Council and skill areas needed on council
December to January	- Outreach to eligible executive members to determine future interest. Potential leadership candidates also contacted on council to assess interest	- Request recommendations from Deans for Faculty reps - Ask staff and council for recommendations of new members
January	- All Council members invited to express interest in leadership positions. The nominating process is explained at a Council meeting to ensure transparency and understanding	- Seek broader call for potential volunteers. Volunteers complete an application form.
February to April	- Meetings with candidates to determine short list, and confirmation of each finalist to create slate - Leadership positions assigned based on skills and suitability for roles	- Candidates are shortlisted; then interviews are conducted with those on the short list to select the best candidates.
May	- Ratifying executive committee slate via e-mail vote by Council prior to Year-end meeting	- Ratifying list of new Council members by e- mail prior to year-end meeting
May	- Year-end Meeting – executive slate is confirmed	- Year-end Meeting– new members to Council announced.
May/June	- Transition to new executive after Year-end meeting	- Transition activities to new Council with official start in the fall

## PART D: EXECUTIVE COMMITTEE MEMBER ROLES

President-Elect – Serves a training year, observes the operations of Executive and Council before becoming president, and assists the president as needed.

President – Serves a two-year term, leads Council meetings and Alumni Council, works closely with the executive director and executive committee on operational matters, meets regularly with the University leadership, and serves as an ambassador for the Alumni Association at functions and in the community. The President is also a member of the University Senate and participates in selection committees such as the VP (External Relations).

Past-President – Serves one year, chairs nominating committee meetings, and assists the president as needed and may serve as back-up chair. The past-president is also a member of the Senate for one year until the president-elect is ratified by Council.

Board of Governors Representative – Alumni Council board representatives are recommended by the nominating committee and are appointed by the minister of Advanced Education for a three-year term. The Board rep attends Council, executive committee, and nominating committee meetings, and attends Board meetings and Board sub-committee meetings. The conduct, management, and control of the university and all its property, revenue, business, and affairs are vested in the Board. The Board appoints the president, deans of all faculties, members of the teaching staff, the librarian, the registrar, and all members of the administrative staff. Board of Governors Representatives link back to the Alumni Council and its work and provide a voice for alumni perspectives and needs; however, when sitting on the board, they represent the best interests of the university, not the constituency of its alumni.

Senate Representatives – Senators hold office for three years and attend Council meetings, executive meetings, nominating meetings and serve on the Senate. Serving on the Senate is a substantial commitment involving Senate meetings and standing committee work. The Senate serves as a bridge between the University and the communities it serves, and also provides a forum in which issues about post-secondary education may be discussed. The mandate of the Senate is to **inquire, promote** and **connect**. Senate members link back to the work of Alumni Council and provide a voice for alumni perspectives and needs; however, when sitting as a Senator they represent the best interests of the university, not the constituency of its alumni.

Committee Chairs – Accept a year-long position on the executive, leading committees, working with the committee staff liaison to set meeting agendas and yearly plans for the committee, and reporting back to Council on activities of the committee.

## **PART E: COUNCIL MEMBER ROLES**

Faculty Representatives – Faculty representatives are selected from a community of grads from a specific faculty, to serve on Alumni Council. Faculty reps attend council meetings and committee meetings and actively participate in discussion. They also support the programs and activities offered by the Alumni Association, attending key events when invited. In some cases, faculty reps may have additional duties requested by the Faculties. The Office of Alumni Relations may also look to the faculty representatives to assist with projects and communication with the faculties.

Members-at-Large – Members-at-large have no duties associated with a faculty, but like a faculty representative, they attend council meetings and committee meetings and actively participate in discussions. They offer a unique voice at the table and contribute to ideas and recommendations. Members-at-large attend events in support of the Alumni Association and participate in activities and programs.

Academic Rep – A member of the academic community serves on Alumni Council as a voting member. Similar to a member-at-large, the Academic Rep contributes to council meetings and committees meetings. In addition, the academic rep provides advice and guidance on alumni relations activities from the perspective of the academy, and serves to connect the academy with the work of alumni relations.

## PART F – Involvement Pathways and Retirement Points of Council Members

YEAR ONE	YEAR TWO	YEAR THREE	END TERM
Become a faculty representative, member-at-large, or academic rep	Continue service as faculty rep or member-at-large, or academic rep	Final year of service as faculty rep or member at large or academic rep	Term ends on May 31 in third year
	↓	↓	
	Could be elected to serve as a Committee Chair on Executive	Could be elected to serve as a Committee Chair on Executive	If not appointed to Board, Senate or president-elect then term as chair ends

YEAR TWO, THREE	YEAR FOUR	YEAR FIVE	YEAR SIX
Could be appointed to Board or Senate for three years*	Continue on Board or Senate	Continue on Board or Senate	Term ends after three years and member retires from Council at end of year 5 or 6
Can become president-elect at end of year two or three (serve one year); president (2 year), past-president (1 year)	Serve as president-elect	Serve as president	Service as president

YEAR SEVEN	YEAR EIGHT	YEAR NINE	YEAR TEN
Complete term this year as past-president and may retire	Past-president may be appointed to the board and serve three more years on Board of Governors	Past-president continues on Board of Governors	Last year on Board of Governors and retires from Council
<b>COULD END TERM</b>			<b>END TERM</b>

*\*Note: For clarity, an academic rep who is a University of Alberta alumnus could be elected to serve on the executive committee or as president-elect by vote of Council; however, they would not be eligible to serve as the Alumni Association rep on the Senate or the Board of Governors, as academic representation is managed in other ways by these governing bodies.*