



VISION & MISSION

Council Vision: The Faculty of Medicine & Dentistry (FoMD) Alumni Advisory Council (AAC) is an engaged and well-informed community, positively influencing the success of the faculty's alumni relations by providing advice on strategies to engage alumni and instilling pride in our institution.

Council Mission: The AAC serves the public good by assisting in building and maintaining alumni commitment, which is essential to a high-performing academic health science centre.

PURPOSE

The AAC is advisory and participatory with three primary roles:

- First, it offers strategic advice on developing the relationship between alumni and the FoMD
- Second, it plays a tactical role in developing and supporting alumni engagement activities
- Third, it advocates on behalf of the faculty to the alumni community

The AAC has no governance function.

KEY DUTIES & RESPONSIBILITIES

Strategic planning

- Maintain an understanding of Vision 2025, the FoMD's strategic plan
- Maintain an understanding of the University of Alberta Alumni Engagement Strategic Plan
- Provide input and feedback during strategic planning processes as required

Advisory

- Deliver feedback on existing activities, as well as give advice concerning new initiatives being considered
- Provide counsel on the changing needs and circumstances of FoMD alumni and learners, and advise on relevant matters which may affect the FoMD's relationships with alumni and learners



Program development and support

- Lead and/or participate in one or more working committees of the AAC which are created as required to advance a particular strategic area, develop activities, create processes or conduct reviews of activities
- As requested, write messages from the AAC for the monthly FoMD Connects alumni e-newsletter
- Identify and refer alumni and learners for participation in various activities (e.g. volunteerism, mentorship, speaking engagements, recognition and alumni profiling initiatives, etc.)

Advocacy

- Communicate with personal network to promote awareness and encourage participation in alumni programs
- Participate in building the brand, image and reputation of the FoMD through maintaining an awareness of faculty developments and acting as ambassadors for the faculty in the community
- Encourage a culture of giving back among FoMD alumni

INDIVIDUAL MEMBER RESPONSIBILITIES

- Be knowledgeable about the FoMD and the alumni / learners
- Regularly attend and actively participate in meetings
- Consider other points of view, make constructive suggestions and help make decisions that benefit the FoMD alumni program
- Maintain confidentiality of discussions
- Represent the FoMD and the alumni program to individuals, the public and other organizations in a positive and professional manner
- Support alumni activities through participation in programs and events

COUNCIL MEMBERSHIP

The AAC shall consist of up to 25 alumni and student members, including the chair and the incoming or past chair. The AAC will also include the following ex-officio members:

- Dean, FoMD
- Program Lead, Faculty Engagement & Campus Chapters, Office of Alumni Relations

MEMBER & CHAIR SELECTION

The Dean appoints all members to the AAC.

Alumni members are asked to serve one two-year term with the option of re-appointment for a second two-year term. Members may not serve more than two consecutive terms as a member.

Student members may serve one or two year terms with the option of re-appointment for a second term. FoMD students' associations may recommend students for AAC appointments.

The Dean appoints the AAC chair who serves for a two-year term. In addition, each chair is asked to serve as the incoming-chair for one year prior to commencing their term as chair, and as past-chair for one year preceding the conclusion of their term as chair. The total commitment is four years. The chair may not serve more than one term as chair, but may serve up to two two-year terms as a member prior to being appointed as chair. The duties of the chairperson include working with the Program Lead to formulate the agenda, chair AAC meetings and advise on the committee structure of the AAC.

Members will be selected based on the following criteria:

- **Personal Attributes:** Members must adhere to the highest ethical standards and have strong interpersonal skills.
- **Diversity:** The membership should reflect a diversity of skills, experience and perspectives.
- **Specific Skills and Experience:** Enthusiasm for one's alma mater as demonstrated through past involvement or engagement with the FoMD or U of A, previous experience volunteering on committees or with community organizations, strategic planning and program development experience
- **Commitment:** Able to devote the time and effort necessary for the work of the AAC

MEETINGS

The AAC meets five times per year, with occasional committee meetings occurring in-between.