



## University of Saskatchewan Alumni Advisory Board

### Terms of Reference

#### Preamble

The University of Saskatchewan Alumni Association (the Association) has a proud and long history of fostering alumni involvement in the life of the university. In pursuing a closer and more meaningful relationship between the alumni and the university, the Association engaged in re-imagining the future. Seeking a greater voice in support of alumni engagement initiatives, a deepening of its collaboration with the Office of Alumni Relations (the Office), and greater integration with the university itself, the Association has recommended the creation of a standing advisory body on matters of alumni engagement activities and operations.

This recommendation stems from a strong desire to better align alumni volunteer contributions with the greater purposes of the university, in support of its priorities.

The University of Saskatchewan cherishes its alumni community and fully supports the Association initiative. It values the contributions of its alumni and seeks to enrich the student and alumni experiences through alumni engagement activities that are planned and executed in line with its strategic objectives.

#### Vision of the University of Saskatchewan Alumni Advisory Board

The University of Saskatchewan Alumni Advisory Board (the Board) shares the same vision with the university and the Office, which is to witness **unquestionably valued alumni fulfillment** by all, through active, concrete and meaningful alumni engagement in the life of the university and commitment to its welfare.

#### Mission of the Board

The current mission of the Alumni Association is as follows:

*Building upon the proud history and tradition of the University of Saskatchewan, the University of Saskatchewan Alumni Association encourages and fosters lifelong involvement of alumni in the life of the university. It is committed to adding value to the lives of all alumni by engaging the community of graduates and celebrating alumni success throughout the world.*

The spirit of this mission will be reflected in the mission of the new Alumni Advisory Board.



The Board contributes to the development of the institutional alumni engagement strategy and endorses and embraces the same long-term strategic directions shared by the university and the Office, specifically:

- Building a strong sense of community amongst alumni and between alumni and the university
- Contributing to enhance the reputation of the university
- Expanding alumni engagement with alumni and with current and future students
- Supporting and celebrating alumni philanthropy

The Board acts on behalf of and in support to the Association.

### **Mandate of the Board**

The Board will fulfill four (4) main roles:

- Advisory: The Board will provide advice to the Vice President, University Relations and the Associate Vice President, Alumni Relations on strategic directions, annual priorities, alumni programming and engagement activities, and through them to the President. It will offer the unique perspective of alumni to ensure that the university's vision is sensitive to the needs and interests of alumni.
- Representational: Under the oversight of and in alignment with the university, the Alumni Board would serve the USask as an impartial and distinct voice. The Board will strive to represent as much as possible alumni in their diversity to better support the university and provide pertinent counsel to the institution's alumni engagement function.
- Participatory: The Board will encourage connections among alumni and between alumni and members of the university community. It will help build and maintain connections with prospective and current students; develop greater coordination across the university and alumni communities between all groups engaging in alumni engagement activities; review and evaluate alumni engagement plans, programs and activities; and set for itself philanthropic goals and support the institution's fundraising activities. Board members will actively participate in alumni engagement programs and events to remain in touch with the engagement experience itself and provide better support.
- Advocacy: Working closely with the Office, the Board will play an active ambassadorial and connecting role with fellow alumni as appropriate and opportune, in close coordination with the Office. The Board should be prepared, when required, to help advance the alumni



engagement agenda and the university as a whole, by contributing to positively influence decision-makers.

### **Appointments to the Board**

- Board members are appointed annually by the Vice President, University Relations on the recommendation of the Board, based on the work done by the Nominations & Governance Committee of the Board, supported by the Office. The Vice President will consult the President of the university throughout the nominations process to secure her/his awareness, input and engagement.
- Board members will be appointed for a term of two (2) years, and it will be intended to stagger appointments so that there is adequate opportunity to recruit new members each year. Board members can be renewed for a continuous service of up to 8 years.
- Officers of the Board will be appointed annually by the Board and will normally serve for a maximum of four (4) years.

### **Board Composition**

- The Board can have between fifteen (15) and eighteen (18) members, all of whom are alumni, and can also include one (1) member who is at the time of his or her appointment a more senior student at the university (a 3<sup>rd</sup> or 4<sup>th</sup> year undergraduate student; a master's degree student; or a PhD candidate).
- The Board will maintain a diversity of membership to ensure broad and meaningful representation that reflects the diversity of University of Saskatchewan alumni and students.
- Board self and collective evaluations will take place annually to ensure continued engagement and continuity, and to provide the opportunity for Board renewal. This process will be led by the Chair of the Nominations & Governance Committee of the Board. While in this role, the Chair of the Nominations & Governance Committee will not be admissible to seek the position of Chair of the Board.

### **Officers of the Board**

- Officers of the Board shall include a Chair, one (1) or two (2) Vice-Chair(s), and the most recent Past Chair. Vice-Chairs may be considered for eventual ascendancy to the position of Chair like



any other members of the Board, with the exception of the Chair of the Nominations & Governance Committee.

### **Board Meetings**

- The Board will typically meet at least four (4) times a years, with Board Committees meeting as needed in between.
- Board members are expected to attend a majority of the meetings during their term.
- Board meetings will normally be attended by the Associate Vice President, Alumni Relations, who will act as ex-officio Executive Director of the Board. The Vice President, University Relations will attend at least one Board meeting annually, and the President of the university will also attend at least one meeting of the Board annually.
- The President and the Vice President, University Relations will receive regular reports summarizing the Board’s activities on a regular basis, based on Board meeting minutes and in combination with alumni engagement activity reports.
- The Chair, or in the Chair’s absence a Vice-Chair, or in the absence of a Vice-Chair, any member approved by a majority of members present, will preside over any Board meeting.
- At any Board meeting, when a question requires a formal unified decision, the question will be decided by the majority of the votes cast by members, with the Chair casting their deciding vote in the eventuality of a tie.
- The Office will provide operational and secretarial support for all Board and Board Committee meetings.
- The Office will seek input and advice from the board on all strategic directions, program design and development, and the overall evolution of alumni engagement activities, including the Office’s greater coordination of university-wide alumni activities, events and awards.

### **Board Committees**

- With operational support from the Office, the following Committees will perform various functions of the Board:



- Nominations and Governance Committee:
  - Plans for and executes leadership renewal.
  - Identifies and vets potential candidates with the goal of ensuring a broad and representative group of alumni that reflects the diversity of University of Saskatchewan alumni and students.
  - Issues candidate recommendations to the Vice President, University Relations.
  - Conducts annual self and collective evaluations.
  
- Awards Committee:
  - Promotes awards.
  - Adjudicates submissions for awards.
  - Celebrates recipients.
  - Helps foster alumni recognition across the university community.
  
- Additional Standing or Ad hoc Committees may be established by the Board as necessary.

### **Review of Terms of Reference**

- These Terms of Reference will be reviewed periodically with the Senior Alumni Engagement Officer of the university to ensure that they are meeting the needs of the Board and the university.