

UCalgary Alumni Association Committee Members: Role, Responsibilities, and Expectations

Committee members of the UCalgary Alumni Association (UCAA) are expected to:

- Be a member of the UCAA (all degree holders from UCalgary are members);
- Act in the best interest of the UCAA and the committee's mandate;
- Comply with the University's Code of Conduct and other applicable policies;
- Participate in orientation and ongoing education regarding committee work, responsibilities, and the UCAA's strategic priorities; and
- Diligently engage in committee activities to support the success of the UCAA and its initiatives.

Time Commitment:

Committee members are expected to attend committee meetings throughout their term. You can expect to participate in approximately 6–8 committee meetings per year, in addition to opportunities to attend alumni events or broader UCAA initiatives. Meeting dates are shared with ample notice, and members are expected to attend all meetings. Any absences should be communicated in advance to the Committee Chair.

Upon appointment, UCAA Committee members will be asked to agree to fulfill, to the best of their ability, the following responsibilities and expectations:

1. Committee Knowledge and Policy Compliance:

- Become familiar with relevant UCAA documents, processes and tools that support committee work, including the Committee Terms of Reference.
- Adhere to University and UCAA policies, including the Code of Conduct, Conflict of Interest, and Confidentiality Agreement.

2. Meeting Participation:

- Attend and actively participate in all committee meetings.
- Review meeting materials in advance to come prepared for discussions and decision-making.
- If unable to attend a meeting, provide any necessary input on agenda items beforehand.

3. Engagement and Contribution:

- Contribute meaningfully to committee discussions, projects, and decision-making processes.
- Where appropriate, take on specific tasks or projects to advance the committee's objectives.

4. Support of Alumni Activities:

- Stay informed about UCAA and Office of Alumni Engagement programs and initiatives.
- Attend alumni and university events when possible and help promote the UCAA's activities and impact.
- When appropriate, share your connection as a volunteer with others in your network, and invite others to engage with the alumni community.