

UCalgary Alumni Association Board of Directors

Overview of the UCalgary Alumni Association

The UCalgary Alumni Association (UCAA) represents a dynamic and diverse global community of University of Calgary graduates. As the official voice of alumni, the Association is dedicated to fostering lifelong relationships between alumni and the University, while strengthening connections among alumni.

Guided by its vision of a vibrant and engaged alumni community that contributes to the advancement of the University of Calgary and the personal and professional growth of its members, the UCAA delivers programs, services, and initiatives that create meaningful and lasting impact. The Association fulfills its mission by enhancing the alumni experience through engagement, championing, recognition, communication, networking, leadership development, and representation.

Role Summary

The University of Calgary Alumni Association (UCAA) Board of Directors exists to foster a community for alumni and a lifelong connection between the University and its graduates.

Core Responsibilities

Directors of the UCalgary Alumni Association (UCAA) Board are required to:

- Be a member of the UCAA (you are a member by virtue of receiving a degree from UCalgary);
- Act in the best interest of the UCAA;
- Comply with the University's Code of Conduct and other applicable policies;
- Participate in orientation and ongoing education regarding the role and responsibilities of board members and the Board, and regarding the Board's strategic priorities;
- Diligently engage in Board and committee work to help the Board fulfill its mandate and strategic priorities;

Expectations & Commitments

- Attend board and committee meetings throughout your term. You can expect to attend at least 5-7 board meetings each year, 6-8 committee meetings, the Annual General Meeting, Board orientation (for first-time directors), and the Board Retreat.
- Board meeting dates are published with ample notice, and you are expected to attend all meetings.
- Any absences are to be arranged with the UCAA Chair in advance, with no more than two absences in a year typically permitted.
- Meetings are offered in a hybrid format.

If selected, UCAA Board members will be asked to agree to fulfill, to the best of their ability, the responsibilities and expectations associated with Board membership. These include, but are not limited to:

1. Board Knowledge and Policy Compliance:

- Familiarity with the documents in the UCAA Board Manual including: UCAA Bylaws, UCAA Charter, Social Media Guidelines and Committee Terms of Reference.
- Compliance with University and UCAA policies and agreements including Code of Conduct, Conflict of Interest and Confidentiality Agreement.

2. Meeting Participation:

- Attend and actively participate in Board meetings including the Annual General Meeting.
- If unable to attend a Board meeting submit, in advance, a written response related to action items on the agenda.
- Fully review the board packet prior to each meeting so you are informed and prepared for the topics to be discussed and motions to be passed.

3. Committee Participation:

- Serve actively on at least one Alumni Board standing committee and participate in committee meetings.
- If asked, be willing to serve as committee chair or serve on an *ad hoc* (short-term/focused charge) committee of the UCAA Board.
- As opportunities arise, consider representing the UCAA on the Board of Governors, Senate or high-level search committees.

4. Community Outreach:

Job Description

- Become a representative and ambassador in your community for the University of Calgary and the Alumni Association.
- This task may involve talking with prospective students, meeting with other alumni, and attending events on behalf of the UCAA.

6. Succession Planning:

- Recommend potential UCAA Board and committee members to the
- Nominations and Assessments Committee. Nominate and encourage others to make nominations for UCalgary Alumni Arch Awards.

7. Program and Event Awareness:

- Be familiar with the programs and activities sponsored, organized, and coordinated by the Office of Alumni Engagement and the UCAA.
- Attend significant events for the UCAA, including the Arch Awards and convocation ceremonies
- Attend UCalgary Alumni and university programs and activities and serve as brand ambassadors of the UCAA.

Qualifications & Eligibility

- **Alumni Status:** Must be a member in good standing of the UCalgary Alumni Association.
- **Engagement:** A demonstrated passion for learning and a desire to engage the alumni community.
- **EDIA Commitment:** Alignment with the Senate's commitment to equity, diversity, inclusion, and accessibility, as well as the UCalgary Indigenous Strategy (*ii' taa'poh'to'p*).