

UCalgary Alumni Association

Committee Members

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

UCalgary Alumni Association (UCAA) Committee Members support the work of the Board by contributing their expertise, perspectives, and time to advance key priorities and initiatives of the Association. Working collaboratively with Board Directors and fellow committee members, they play an important role in strengthening alumni engagement, enhancing programs and services, and supporting the overall mission and strategic direction of the UCAA.

Committee Members provide informed input, advice, and recommendations within their respective areas of focus, helping to shape initiatives related to engagement, communication, recognition, and alumni relations. They act as ambassadors for the alumni community, fostering connections and promoting opportunities for alumni to stay involved with the University of Calgary.

Core Responsibilities

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;

Job Description

- Comply with the University's Code of Conduct, Conflict of Interest and Confidentiality Agreement, 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.

Expectations & Commitments

- 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.

Job Description

- 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.

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*).