



UCalgary Alumni Association Board of Directors: Role, Responsibilities, and Expectations

Directors of the 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; and
- Diligently engage in Board and committee work to help the Board fulfill its mandate and strategic priorities
- **Time Commitment:** 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, 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.

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 Alumni Association on the Board of Governors, Senate or high-level search committees.
4. **Community Outreach:** 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, attending events on behalf of the UCAA.

6. **Succession Planning:** Recommend potential UCAA Board and committee members to the Governance and Nominating Committee. Nominate and encourage others to make nominations for UCalgary Alumni Arch Awards.

7. **Program Activity Awareness:** Be familiar with the programs and activities sponsored, organized, and coordinated by the Office of Alumni Engagement and the UCAA. Attend UCalgary Alumni and university programs and activities and serve as brand ambassadors of the UCAA.