



Algoma University Alumni Council Terms of Reference

About the Algoma University Alumni Council

The Algoma University Alumni Council plans and oversees the activities related to building lifelong relationships with Algoma University alumni.

Alumni Council is involved in fostering lifelong relationships and community engagement, strengthening and celebrating Alumni and their successes, and increasing Alumni giving back to Algoma University. This is done through building and maintaining Alumni participation and involvement with Algoma University, in terms of, volunteerism, attendance at events, and involvement in university activities.

The Algoma University Alumni Council is to be recognized as a valuable resource for: recruitment, retention, reputation, and investment. The Algoma University Alumni Council is to be consulted and perceived as a valued and important stakeholder.

Alumni are the outcome of the product of university education. Their success demonstrates value, credibility, importance, and is a marketing tool for future students and an example of success for current students, funders, and external stakeholders. The Algoma University Alumni Council is the perceived voice for Alumni. Their input can help to shape direction for the university, programming, students, and employers.

Land Acknowledgement

We wish to acknowledge that the campuses of Algoma University are located on the traditional lands of the Anishinaabek, the Mississaugas of the Credit, and the Mushkegowuk [mush-keh-gwok] Cree, as well as hereditary lands of the Métis Nation. Algoma University Alumni Council meetings are held on the Robinson-Huron Treaty Territory, home of the Garden River and Batchewana First Nations, on sacred lands set aside for education as envisioned by Chief Shingwauk for our children and for those as yet unborn. Since several members of the Algoma University Alumni Council join meetings virtually from across Canada, we would also like to acknowledge all the Indigenous Nations across Turtle Island whose lands and territories we are each situated on.

Mission: Nurture significant and meaningful lifelong relationships to support Alumni and strengthen communities.

Algoma University Alumni Strategic Plan: [Strategic Plan for 2022 to 2025](#)



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Section I: Definitions

1. "The Council" means the Algoma University Alumni Council
2. "Council members" refers to members of the Algoma University Alumni Council
3. "Algoma U" means Algoma University
4. "Alumni & Advancement Office" means the Algoma University Department of Strategic Advancement and Alumni Affairs
5. "Alumni" should be used for all genders, singular and plural
6. "AUSU" means the Algoma University Student Union
7. "SASA" means the Shingwauk Anishinaabe Students Association

Section II: Membership

1. Algoma University Alumni is considered any person who has received a degree conferred by senate or certificate from Algoma University or Algoma University College through Laurentian University.
2. Those interested in joining The Council will submit an application form that will be reviewed by The Council recruitment subcommittee for evaluation and discussion..
 - a. Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).
 - b. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.



Membership continued

3. Council members will serve a maximum of three (3), two-year (2) terms, for a maximum of six (6) years on The Council.
 - a. After the first year on The Council, members will be asked to reconfirm their commitment (i.e. confirm that they would like to continue with the Council) for the second year of their first term
 - b. After each term (every 2 years), members will be asked to reconfirm their commitment for the following term
4. The Vice-Chair will be nominated by the Chair, and voted in by majority by all other council members. The nomination process will be transparent to all members; however, the timing of when a Vice-Chair is nominated is based on the discretion of The Chair and the Alumni & Advancement Office.
5. The Vice-Chair will have first right of refusal for the position of Chair. Should the Vice-Chair not be interested in becoming Chair, the Chair will nominate a new Chair, who will be voted in by majority by all other council members.
6. Following the position of Chair, the individual will be asked to serve as Past-Chair.
7. The length of terms for Vice-Chair, Chair, and Past-Chair are as follows; however, can be extended in special circumstances at the discretion of the Alumni & Advancement Office to support in succession planning.
 - a. Vice-Chair: Typically voted in at the second term, and can serve for the duration of their second term (2 years).
 - b. Chair: Typically voted in at their third term, and can serve for the duration of their third term (2 years).
 - c. Past-Chair: Individuals will be asked to remain with Council for an additional year to support the transition of the new Chair. The first six months the Past-Chair will be asked to continue to attend meetings. The next six months, the Chair, Vice-Chair, and Alumni & Advancement Office will discuss having the Past-Chair remain engaged in a consulting capacity.





Section III: The Council

1. The Alumni Council will be comprised of a maximum of 12 members. The number of members on The Council will be determined based on applications, at the discretion of The Council Recruitment Subcommittee. However, The Council should include:
 - a. Chair
 - b. Past Chair
 - c. Vice-Chair
 - d. A cross section of Algoma U Alumni
 - i. Alumni representing the Sault Ste. Marie, Brampton, and Timmins campuses
 - ii. Alumni representing various programs and graduation years
 - iii. Alumni representing the diversity of the Alumni body, including Indigenous and International Alumni
 - e. Representative(s) of the Alumni & Advancement Office, including management and/or support staff
 - f. Current students from AUSU, SASA, or appointed delegates may be asked to join meetings on occasion to give input

Section IV: Sub Committees

1. Alumni Awards Subcommittee
2. Thunderbird Wall of Fame Subcommittee
3. Recruitment Subcommittee
4. Ad Hoc Events Subcommittees, based on event needs
5. Ad Hoc Subcommittee, based on needs



Section V: Meetings

1. The Council will meet on the third Thursday of each month
2. A member of the Alumni & Advancement Office will send the meeting invitations
3. The Manager of Alumni & Strategic Initiatives will work with Chair to establish an agenda for each meeting
4. The meeting agenda and supporting documents will be sent to the council members via email a week before each meeting
5. Council members are expected to respond to meeting invitations and give notice if they are unable to attend a meeting
 - a. Council members who miss three consecutive meetings without giving notice may be asked to provide confirmation of commitment and their seat on The Council may be under review
6. Meetings will be lead by The Council Chair
7. Minutes will be taken by a staff member of the Alumni & Advancement Office and will be shared with the council members a week after each meeting
8. Council members will be consulted in decision making at council meetings
 - a. A formal voting process may be required for major decisions, including, but not limited to:
 - i. Budget
 - ii. Change of council members
 - iii. Recommendations made by Sub committees





Section VI: Volunteering

1. Council members are expected to volunteer at least at one major Alumni event and attend one boutique Alumni event
 - a. Council members who do not volunteer without giving notice may be asked to provide confirmation of commitment and their seat on The Council may be under review
 - i. Examples of major Alumni events: Convocation, Convocation Dinner, Homecoming
 - ii. Examples of boutique Alumni events: Socials, Pub Nights, Sports Games

Section VII: Roles & Responsibilities

1. Commit to The Council by attending meetings regularly and actively participating in alumni affairs at Algoma U
2. Act as a recruitment tool for future students to Algoma U
3. Offer insight to student and Alumni experience
4. Assist in the coordination and execution of Alumni events and initiatives
5. Assist in fundraising initiatives for Algoma U
6. Leverage social and professional networks to promote Algoma U in the community
 - a. Provide recommendations for profiling outstanding Alumni
 - b. Actively recruit new members to The Council

