



University of Toronto Engineering Alumni Association Executive Board Terms of Reference

Engineering Alumni Association (EAA):

The Engineering Alumni Association or EAA is the umbrella organization for nearly 50,000 alumni who are graduates of the Faculty of Applied Science and Engineering at the University of Toronto, (Faculty).

Purpose

The Engineering Alumni Association Executive Board (Board) guides, and supports the relationships amongst alumni, students, and the Faculty in order to foster a vibrant (synergistic, nurturing, strong, cohesive, supportive, etc.) U of T Engineering Community.

Roles and Responsibilities of Board Members

- Provide advice and support for alumni initiatives to the Dean and the Faculty's Office of Advancement, "Alumni Office";
- Provide ongoing direction and support for Chapters;
- Provide linkages to community and to alumni activities, locally, nationally and internationally;
- Identify and facilitate opportunities to increase the visibility of alumni amongst students;
- Under the guidance and with support from the Alumni Office, engage in the identification and cultivation of volunteers for various alumni volunteer positions;
- Serve as an ambassador and act as a representative for the Faculty both within and outside the University community;
- Maintain absolute confidentiality with respect to all University information that may be disclosed, either in writing or orally, to the Executive Board;
- Manage assigned Portfolio(s);
- Attend activities, meetings, and events of the Board or of Board committees, within the Faculty, the University and the outside community at large on behalf of the Board;
- Approve spending of the Board's legacy funds by the Faculty for alumni volunteer recognition events.

The **President** of the Board, in addition to the roles and responsibilities above, also:

- Serves for one three year term, with the option of renewing for two more years upon approval by the majority of the Board Members;
- Chairs the Board meetings, including setting the agenda;
- Guides, supports and motivates Board Members in their efforts to assist the Board/Faculty and to fulfil their portfolio mandates;
- Mentors the President-Elect;
- Represents the Board at the Executive Committee of Faculty Council, Faculty Council, Council of Presidents and others committees as required;

- Be an ex-officio member of all committees of the Board.

The **President-Elect** of the Board will:

- Serve on the Board as President-Elect for one year prior to taking over the position of President (July 1st of the year elected to June 30th of the following year), to prepare the individual for the role of the President.

The **Vice-President(s)** of the Board, in addition to the roles and responsibilities above, also:

- Chair(s) the Executive Board meetings on a rotational basis if necessary;
- Assist(s) in the discharge of the President's duties.

The priorities of the Office of Advancement (consisting of Alumni Relations and Development) is overseen by the Executive Director of Advancement the function of which is to advance the priorities of the EAA Board.

Alumni Office supports the EAA Executive Board by:

- Organizing Executive Board Meetings, including but not limited to producing meeting packages, accepting RSVPs, and recording minutes to be distributed to the Board in a timely manner;
- Organizing meetings and events on behalf of the Board such as Biz Skule, Honours and Awards, Mentorship, and others as required;
- Communicating with the Executive Board about any Faculty or University initiatives that will impact and contribute to the Board's efforts;
- Producing regular progress reports in order that the Board can assess its progress, including Advancement and Dean reports, alumni statistics, and other relevant information to assist the Board;
- Helping to identify alumni candidates for volunteer positions (including new Board members) and then assisting with the placement of those volunteers in appropriate positions that are both rewarding for the volunteer and other stakeholders involved;
- Liaising between students and the Board;
- Assisting the Board with other duties as required.

Membership

The EAA Executive Board consists of five to nine alumni members (Board Members) in the following roles:

- President;
- President-Elect;
- 1-2 Vice-Presidents;
- 2-5 Executive Board Members.

In addition, the Board has the following ex-officio members:

- Immediate past-President of the Board
- Chair of the Young Alumni Board
- Dean of the Faculty of Applied Science and Engineering
- President of the Engineering Society
- Immediate past-President of the Engineering Society
- Executive Director of Advancement

- Executive Director of Engineering Strategic Communications
- Director of Alumni Relations

Each Board Member serves a three year term, with the option of renewing one two year term, and with a subsequent option for another two year term subject to the discretion of a majority of the other Board Members. Start dates are staggered on a two year basis to encourage continuity and a constant rejuvenation of Board Members. New Board Members are nominated by a sub-committee of the Board. Previous Board Members may serve again on the Board provided at least three years have elapsed since he or she last served on the Board.

New appointments to the Board will take place at the third quarter Board meeting (March), and will take effect as of July 1 of the same year, including the election of President as required, who will serve as President-elect for the subsequent year.

Qualifications of Board Members

- Graduates of the Faculty of Applied Science and Engineering;
- Any former student of the Faculty who has completed credits in at least 4 regular courses leading to a degree in Applied Science and Engineering and who is no longer registered as a student in the Faculty;
- Any former faculty member of the Faculty of Applied Science and Engineering who has been elected an Honourary Member of the EAA by the Board;
- Any person by reason of Professional eminence, or of special meritorious service to the public, to the Profession of Engineering, or to his/her Alma Mater, or to any other worthy cause who has been elected an Honourary Member of the EAA by the Board;

Nomination

- A Nominating Committee chaired by the Immediate Past President of the Board and consisting of not less than two other Board members including the President shall be responsible for nominating, inviting and receiving nominations for candidates for membership on the Board;
- The Nominating Committee will review the resumes of each candidate and reach consensus on a sub-set of the candidates who will be interviewed in person or via conference call.
- The Nominating Committee will reach consensus on which of the interviewed candidates should be invited to serve as a Board Member, keeping in mind the term limits of existing Board Members and target Board size of five to nine members.
- The Nominating Committee shall take all reasonable steps to make the EAA members aware of opportunities to serve on the Board, and to promote the nomination of candidates that broadly represent the membership of the EAA;
- Each Board Member has one (1) vote in meetings of the Board on any matter pertaining to the business of either the Executive Board or the Association.
- A Board Member may be removed from office by a unanimous vote of the other Board Members, provided two weeks clear notice has been given to the Board Member of the intention of the Board to vote on such a motion.

Remuneration of Board Members

Board members shall receive no remuneration for acting as such but may be reimbursed by the

Alumni Office for reasonable and actual expenses properly incurred and disbursements properly made in connection with the performance of their duties, if duly approved by the President, and finally by the Director of Alumni Relations.

Portfolios

In order to realize the objectives of the EAA, Board Members have the opportunity to create and maintain portfolios that are targeted to support the purpose of the EAA. The scope and details of the portfolios may vary from year-to-year as Board and Faculty priorities manifest themselves. These portfolios may involve the oversight of sub-committees which shall be stricken and dissolved on an as-needed basis. Board Members shall devise annual goals for their portfolios and shall report on the progress towards those goals at each Board meeting.

Chapters

The Board may from time-to-time approve the formation and operation of a sub-set or Chapter/Group of the EAA.

- The Board may consider for approval, and approve by simple majority, a request to establish a Chapter, provided that the goals and activities of the Chapter conform to the spirit and intent of the EAA's statement of purpose;
- A Chapter may collect payments from its members to fund its own operations or events, but it may not solicit charitable donations in its own name;
- The use of the name, title and device of the EAA, and any identifying marks of the EAA, the Faculty, the Engineering Society or the University of Toronto is subject to the approval of the organization owning those identifying marks;
- A Chapter will provide an annual written report of its activities to the Executive Director of Advancement or Director of Alumni Relations which will be shared with the Board.

The Board may define Chapters by graduating year, geographical location, engineering discipline or other criteria as needed.

The Board has the right, through a unanimous vote, to suspend a Chapter should the Chapter engage in activities that, in the opinion of the Board, contradict the spirit and intent of the EAA's statement of purpose.

- A suspended Chapter shall not be eligible for the rights and privileges granted to it by the Board;
- The Board may decide, by unanimous vote, to re-instate a suspended Chapter, continue the suspension pending further information or dissolve the Chapter;

Meetings

- The Board will meet on a quarterly basis, with additional meetings as necessary at the discretion of the President. This schedule will be set at the beginning of the year, (July);
- Meeting materials will be distributed to the Board Members in advance of the meetings;
- Meetings may be in-person, via telephone conference call and/or other methods as deemed practical by the Executive Board.
- The minutes will be taken at each meeting and circulated for approval in advance of the following meeting.