
Volunteer Position Description

Position Title:	Alumni Member, Council of the Faculty of Applied Science & Engineering
Division:	Faculty of Applied Science and Engineering
Department:	Office of Advancement
Staff Contacts:	Director of Alumni Relations; Alumni Development Officer; Faculty Governance & Programs Officer

Purpose

Faculty Council sets and approves academic policy, principles, priorities, and the general direction for the teaching and research activities of the Faculty. Reporting up through Faculty Council are several standing committees pertaining to: Admissions, Community Affairs and Gender Issues, Undergraduate and Graduate Curriculum, Scholarships and Awards, Teaching Methods and Resources, and Examinations.

Among its many roles and duties, Faculty Council:

- establishes policies regarding academic matters
- establishes committees for the conduct of council business
- advises the Dean on matters relating to academic matters
- approves and regulates standards of admissions
- delegates authority for administration of its policies to its committees and academic administrative officers

As part of the constitution of Faculty Council, membership includes representation from up to 15 members of the alumni community to act as appointed Alumni Members of the Council.

Each Alumni Faculty Council Member serves a one (1) year term, with the option of renewal on an annual basis, at the discretion of the Advancement Office and the EAN. All Alumni Faculty Council Members have one (1) vote at Council meetings.

Qualifications Required

Education:

Must be an alumnus/a of the Faculty of Applied Science & Engineering. "Alumnus/a" means anyone who has received a degree, post-secondary diploma or for-credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

Experience:

All Engineering alumni are welcome to apply to be a member of the Faculty Council. Members of Faculty Council should be experienced alumni who have existing and contemporary knowledge of

Faculty operations and alumni involvement, via previous roles within the University community as either an alumnus/a or a student.

Roles are subject to availability. The Advancement office will work with the Engineering Alumni Network (EAN)'s Nominations & Governance Committee to determine the candidate's suitability for recommendation to Faculty Council.

At this time, Faculty Council is held on-campus, though video-conferencing options are being utilized during the COVID-19 crisis. Candidates who are able to attend meetings in-person once the University has re-opened to the public, are encouraged to apply.

Duties

Council Participation

- Participates in the Faculty Council activities, including:
 - Attendance at quarterly Council meetings
 - Voting on Council initiatives and governance decisions
 - Acting as a representative of the Engineering alumni, by providing feedback to the Council on community interests to help match with the priorities of the Faculty
 - Maintains awareness of the University's and the Faculty's vision and mission and have the ability to effectively communicate those goals