
Volunteer Position Description

Position Title:	Member & Alumni Engagement Committee Chair, Engineering Alumni Network Executive Board
Division:	Faculty of Applied Science and Engineering
Department:	Office of Advancement
Staff Contacts:	Director of Alumni Relations; Alumni Development Officer

Purpose

Collaborating with staff from the Office of Advancement, members of the Engineering Alumni Network (EAN) Executive Board are alumni who hold volunteer positions of leadership within the Faculty of Applied Science & Engineering at the University of Toronto, acting as the representative body for the U of T Engineering alumni community.

EAN Board members are alumni who are interested in helping to strengthen the community of U of T Engineering and advance the priorities of the Faculty by acting in a leadership capacity. U of T Engineering consists of over a dozen departments, alumni groups, and institutes, each of which have networking, philanthropic, community and research goals to support to the biggest initiatives at the departmental, Faculty and University-wide levels. It is the duty of the EAN Board members to support the strategic goals of these departments and institutes as mandated through the priorities of the Office of Advancement and the Office of the Dean.

As Chair of the Alumni Engagement Committee, the EAN Board member will also oversee and build their own committee of volunteers in collaboration with the Office of Advancement. These volunteers will support the initiatives managed through the Alumni Engagement portfolio, with a focus on events and programming which give the alumni community the opportunity to build their affinity with U of T Engineering and one another. Committee members report into the Chair on their activities, which are then reported to the Board by the Chair.

Each Board Member serves a three (3) year term, with the option of renewing for one two (2) year term, and with a subsequent option for another two (2) year term subject to the discretion of a majority of the other Board Members. 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 Network.

Qualifications Required

Education:

Must be a graduate from the University of Toronto's Faculty of Applied Science & Engineering.

Experience:

All Engineering alumni are welcome to apply to be a member of the EAN Executive Board. Roles are subject to availability and required qualifications within the EAN Board, in accordance with their own terms of reference, and are subject to change based upon the needs of the Board, and the Office of

Advancement. The Advancement office will work with the EAN's Nominations & Governance Committee to determine the candidate's suitability to a desired position within the Board.

Duties

The below duties are examples of potential duties for a member of the EAN Executive Board.

Board Participation

- Actively participates in the EAN Executive Board, including:
 - Attendance at quarterly EAN Board meetings
 - Voting on Board initiatives and governance decisions
 - Reporting on activities of the Alumni Engagement Committee
 - Support of Board initiatives and attending Board-related events (ex. EAN Awards)
 - Utilizing network to support committee goals or initiatives
 - Acting as an Ambassador for the Faculty when meeting with fellow alumni, University leaders, and students

Committee Development and Leadership

- Leads the Alumni Engagement Committee by:
 - Collaborating with the Office of Advancement and the Nominations & Governance Committee to build a group of volunteers to manage the various portfolios assigned to the Alumni Engagement Committee
 - Chairing Alumni Engagement Committee meetings
 - Taking action on committee portfolios which help advance the priorities of the Faculty and the University community
 - Evaluating portfolio progress, providing guidance to committee members, and collaborating with the Office of Advancement to establish clear strategies, goals, timelines, and measures of success

Community Development

- Acting as an Ambassador for the University and the Faculty at University-related events
- Promoting events and communications via social media
- Being an engaged member on U of T Engineering CONNECT
- Provide feedback to the Advancement office on community interests to help match with the priorities of the Faculty
- Help foster feedback on alumni events to help strengthen community engagement in the region
- Maintains awareness of the University's and the Faculty's vision and mission and have the ability to effectively communicate those goals