



Volunteer Position Description

Position Title:	Alumni Member, College of Electors of the University of Toronto Governing Council
Staff Contacts:	Manager, Volunteer Leadership & Engagement (University) Director of Alumni Relations; Alumni Development Officer (Engineering)

Purpose

The College of Electors Member serves as one of 48 alumni representing 26 constituent alumni associations of the University of Toronto Alumni Association (UTAA). The Vice- President, University Governance, of the UTAA serves as the Chair of the College.

In contributing to the College’s work, the Member participates in the election of the Chancellor of the University of Toronto and the eight (8) alumni members of the Governing Council (alumni governors), which is the senior governing body that oversees the academic, business and student affairs of the University. The Member respects and supports the work of his/her peers on the College and the University as a whole.

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:

- Broad knowledge of University affairs.
- Knowledgeable about governance generally or, ideally, within a university setting.
- Possess an understanding of the University, support its mission, and appreciate the current context in which the University operates.

Skills:

- Should have an understanding of and experience with recruitment and selection processes.
- Familiarity with Board/Executive level recruitment and selection, through either (i) experience as a senior executive or (ii) experience on a selection committee for senior executive positions.

Other:

Excellent interpersonal skills, judgment and tact.
Demonstrated ability to maintain confidentiality.
Ability to work as part of a team composed of individuals with diverse backgrounds.

Duties

Council Participation

In order to fulfill the responsibility of electing members of Governing Council and the Chancellor, the Member is asked to learn about the work of the Governing Council, to assist in developing and implementing the College's advertising and recruitment strategies, to review the applications received for alumni governors, to participate in the selection of candidates who will be interviewed, to participate in the development of questions used for the interview of candidates, and to elect the alumni governors and the Chancellor. Of particular importance is the role that the Member serves as liaison to his/her constituent alumni association. The Member updates his/her alumni association throughout the year on the work of the College and works with the association in identifying and recruiting potential candidates who possess the attributes and particular skill sets the Governing Council is seeking for a given year.

It is expected that the Member will attend at least one Governing Council meeting and one meeting of a Board or Committee of the Governing Council each year.