
Volunteer Position Description

Position Title:	Member, Engineering Alumni Network Executive Board
Division:	Faculty of Applied Science and Engineering
Department:	Office of Advancement
Staff Contacts:	Director of Alumni Relations; Manager of Alumni Relations

Purpose

U of T Engineering's Commitment to Equity, Diversity, and Inclusion:

We are committed to fostering an environment in which each member of our community can excel, contribute and benefit from different perspectives. Engaging students, staff, alumni and faculty from a wide range of backgrounds, we leverage all forms of diversity to promote inclusivity and create opportunities to experience working collaboratively across cultures. We aim to build a community that reflects the society we serve.

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 five departments and three divisions, 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 objective 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. Members of the EAN Board also act as alumni ambassadors for the Engineering community externally to the university

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

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 your respective Committee at the EAN Quarterly meeting
 - Support of Board initiatives and attending Board-related events (ex. EAN Awards, Convocation etc)
 - 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

- The expectation is that all Board Members, excluding the President, Chair a Committee.
- We are seeking three (3) Committee Chairs who will
- Evaluate portfolio progress, provide guidance to committee members, and collaborate with the Office of Advancement to establish clear strategies, goals, timelines, and measures of success;
- Chair Committee Meetings
- Specifically:
 - The **Chair of the Awards Committee** will oversee the following:
 - Working closely with the Alumni Office to oversee the annual awards process including the promotion about, and adjudications of the EAN Awards;
 - Making recommendations to the EAN Board on Annual EAN Award winners.
 - The **Chair of the Nominations & Governance Committee** will oversee the following:
 - Working closely with the Alumni Office to promote volunteer opportunities to the broad Engineering community;
 - Reviewing applications, and coordinating Committee Members in the interview process;
 - Making recommendations to the EAN Board on volunteer appointments.
 - The **Chair of the Student Engagement Committee** will oversee the following:
 - Stakeholder engagement and alignment across different groups

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
- Maintains awareness of the University's and the Faculty's vision and mission and have the ability to effectively communicate those goals