



University of Toronto Engineering Alumni Network Executive Board Terms of Reference

Engineering Alumni Network (EAN):

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

Purpose

The Engineering Alumni Network 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 in the development of Chapters/Groups;
- Provide linkages to community and to alumni activities, locally, nationally and internationally;
- Identify and facilitate opportunities to build affinity with alumni amongst students;
- Identify and facilitate opportunities to build affinity with both alumni within and outside the University community;
- 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;
- Demonstrate philanthropic leadership by committing to the Board's collective goal of 100% individual participation for annual giving, by making a personal gift to the Faculty's Annual Fund on an annual basis;
- Supporting the continued growth of the EAN Scholarship Fund, as well as other alumni and development priorities of the Faculty in alignment with the strategic mission of the EAN
- 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. A report on the status of the legacy fund is to be presented at the EAN Board meeting held in June of each year.
- EAN Board members are expected to attend, either in-person or via conference call/video chat, a minimum of three meetings of the Board per year

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 other committees as required;
- Be an ex-officio member of all committees of the Board;
- In the President's absence she/he will ask a member of the board to chair the Board Meeting in their absence.

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 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 EAN Board.

Alumni Office supports the EAN 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, Awards, Mentorship, and others as required;
- Communicating with the Executive Board about any Faculty or University initiatives that may impact or 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 EAN Executive Board consists of five to nine alumni members (Board Members) in the following roles:

- President;
- President-Elect;
- 2-5 Executive Board Members
- Immediate past-President of the Board;

- Immediate past-President of the Engineering Society

In addition, the Board has the following ex-officio members that are non-voting:

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- Dean of the Faculty of Applied Science and Engineering
- President of the Engineering Society
- Executive Director of Advancement
- 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 recommended by the Nominating 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. 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 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;
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- 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 EAN 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 EAN members aware of opportunities to serve on Board Committees, and to promote the nomination of candidates that broadly represent the membership of the EAN;
- 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.

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.

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 EAN, Board Members have the opportunity to create and maintain portfolios that are targeted to support the purpose of the EAN. 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/Groups

The Board may from time-to-time approve the formation and operation of a sub-set or Chapter/Group of the EAN. The Board may define Chapters/Groups by graduating year, geographical location, engineering discipline or other criteria as needed.

- The Board may consider for approval, and approve by simple majority, a request to establish a Chapter/Group, provided that the goals and activities of the Chapter/Group conform to the spirit and intent of the EAN's statement of purpose;
- A Chapter/Group 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 EAN, and any identifying marks of the EAN, the Faculty, the Engineering Society or the University of Toronto is subject to the approval of the organization owning those identifying marks;
- A Chapter/Group 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 has the right, through a unanimous vote, to suspend a Chapter/Group should the Chapter/Group engage in activities that, in the opinion of the Board, contradict the spirit and intent of the EAN's statement of purpose.

- A suspended Chapter/Group 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/Group, continue the suspension pending further information or dissolve the Chapter/Group;

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.

Committees

Purpose

The primary responsibility of each Committee of the EAN Executive Board is to take action on the various items delegated by the EAN Executive Board and deemed suitable to its respective portfolio. This section outlines overarching common principles and guidelines that each Committee must follow, unless otherwise stated in their respective Terms of References (should the Committee have one). In the event of a conflict between this document and the applicable Terms of Reference for a Committee, the applicable Terms of Reference for the Committee shall take priority. Refer to Appendix A for an overview of the current Committees.

On an annual basis, each Committee is to establish primary objectives to achieve over the next academic year, all of which must:

- Support the strategic plan of the Office of Advancement within the Faculty of Applied Science & Engineering; and
- Aid in fulfilling the responsibilities of the EAN Executive Board.

Each annual primary objective presented by every Committee must be ratified by the EAN Executive Board before proceeding forward. It is the duty of the Committees to report their actions and strategic plans to the EAN Executive Board.

Qualifications

Qualifications to be a Committee Member are the same as those to be a Member of the EAN Executive Board; however, exceptions to these Membership terms may be made with the approval of the EAN Executive Board.

Membership

Each EAN Committee consists of no less than four and no more than ten alumni members (“Committee Members”) in the following roles:

- Committee Chair
- Secretary of the Committee
- 2-8 Committee members

Committee Chairs shall be members of the EAN Executive Board or otherwise appointed by the Board. To meet the needs of their respective mandates, each Committee may elect to recruit additional members who are not a part of the EAN Executive Board. Committee Members shall be recommended by the Chair and must be approved by the EAN Executive Board.

Each Committee Member serves for a one-year term, unless otherwise approved by the EAN Executive Board. If the Committee Member is a Member of the Board, their one-year term is renewable on an annual basis for the duration of their tenure on the Executive Board, subject to approval by the Board. If the Committee Member is not a member of the EAN Executive Board, their one-year term is renewable (subject to approval by the Board), usually for a maximum of three years.

A Committee Member may be removed from office by a unanimous vote of the other Committee Members, provided at least two weeks of notice, specifying the motion, has been given to the entire Committee prior to the vote. Alternatively, the EAN Executive Board may remove a Committee Member through a resolution.

Roles and Responsibilities

The Chair and Secretary of the Committee have the following duties, in addition to the responsibilities otherwise mentioned.

The Chair of the Committee

- Chairs the Committee meetings, including setting the agenda; and
- Guides, supports, and motivates Committee Members in their efforts to assist the Board/Faculty and fulfil their portfolio mandates.

The Secretary of the Committee

- Takes minutes at each meeting and circulates them to the Committee for approval in advance of the next meeting; and
- Provides administrative support to the Committee.

Meetings

- Each Committee will meet at least three times per year, with additional meetings as necessary, at the discretion of the Chair of the Committee;
- Meeting materials will be distributed to the Committee in advance of the meetings; and
- Meetings may be in-person, via telephone conference call and/or other methods as deemed practical by the Committee.

Term

The term of each Committee shall commence and conclude with the term of EAN Executive Board, which is one year in duration.

Nominations

The Chair shall be responsible for filling any vacancies on a Committee and can seek out additional support from Committee Members and/or the Advancement Office to assist in finding candidates to fill such vacancies. As specified in the Membership section above, the newly selected Committee Members must be approved by the EAN Executive Board.

Remuneration of Committee Members

Committee 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 Chair of the EAN Executive Board and the Director of Alumni Relations.

Additional Parties

The **Advancement Office** supports the Committees by:

- Communicating with the Committees about any Faculty or University initiatives that will impact and contribute to the Board's efforts;
- Helping to identify alumni candidates for Committee positions;
- Liaising between students and the Committees; and
- Assisting Committees with other duties as required.

Appendix A – Committees

This appendix outlines supplementary information applicable to Committees of the EAN Executive Board.

Committee Portfolios

- Alumni Engagement Committee
 - This Committee’s portfolio includes, but is not limited to, the following areas:
 - Alumni engagement;
 - Alumni volunteerism; and
 - Programs for alumni with graduate degrees.
- Awards Committee
 - This Committee’s portfolio includes, but is not limited to, the following areas:
 - Promoting the advancement of the Faculty by recognizing specific accomplishments of alumni who have distinguished themselves;
 - Providing specific examples of alumni that helped establish the Faculty’s reputation as one of the leading engineering teaching and research institutions in the world;
 - Reinforcing by example, that the Faculty is one of the continent's most exciting and rewarding places to pursue both undergraduate and graduate studies;
 - Recognizing the innovation, leadership and contributions to the community that its graduates provide; and
 - Promoting the award recipients as role models to current and future students.
- Nominations & Governance Committee
 - This Committee’s portfolio includes, but is not limited to, the following areas:
 - Governance documents;
 - Gathering alumni volunteers;
 - The annual review of governance policies for the EAN Board and its Committees; and
 - The nominations process for the EAN Board for its various alumni positions.
- Student Engagement Committee
 - This Committee’s portfolio includes, but is not limited to, the following areas:
 - Academic involvement;
 - Alumni to student engagement;
 - Mentorship;
 - Student clubs; and
 - Understanding student needs.

Terms of Reference last revised: Monday, April 12, 2021.