

### Volunteer Position Description

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<b>Position Title:</b>	Engineering Alumni Network Council Committee Chair
<b>Division:</b>	Faculty of Applied Science and Engineering
<b>Department:</b>	Office of Advancement
<b>Staff Contacts:</b>	Director of Alumni Engagement; Council President

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### 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.

### Purpose

The EAN Council has four Committee Chair positions:

- Awards Committee Chair
- Nominations & Governance Committee Chair
- Alumni Engagement Committee Chair

Committee Chairs will lead their respective committees in supporting the strategic goals of the University of Toronto's Faculty of Applied Science & Engineering. Each Chair will collaborate closely with the Office of Advancement and other committee members to develop and implement effective strategies, oversee committee activities, and act as ambassadors for the institution.

### Key Responsibilities for all Committee Chair positions

#### Committee Development and Leadership:

- Collaborate with the Office of Advancement to oversee committee activities.
- Work closely with the Alumni Office to ensure effective communication and coordination.
- Chair committee meetings and set agendas.
- Evaluate portfolio progress, provide guidance to committee members, and establish clear strategies, goals, timelines, and measures of success.

#### Community Development:

- Act as an ambassador at relevant events and celebrations.
- Promote events and communications via social media and other channels.
- Demonstrate a philanthropic commitment to the institution.

**Qualifications:**

- Degree holder from the University of Toronto Engineering.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Commitment to the institution's mission and values.
- Specific qualifications may vary by committee (detailed below).

**Benefits:**

- Opportunity to contribute to the institution's strategic goals.
- Networking opportunities with alumni and faculty partners.
- Enhanced faculty-alumni connection and engagement.

**Term:**

- Each Committee Chair serves a term of three (3) years, reviewed yearly.

**Committee Chair Duties – Role specific details**

**Job Title:** Awards Committee Chair

**Position Summary:** The Awards Committee Chair will co-lead the Awards Committee alongside the Office of Advancement. This role involves overseeing the annual awards process and acting as an ambassador for the institution. The ideal candidate is an EAN Award recipient with a genuine enthusiasm for celebrating the achievements of alumni and fostering a culture of recognition within the institution.

**Key Responsibilities:**

- Collaborate with the Office of Advancement to oversee the annual EAN Awards process.
- Co-chair Awards Committee meetings with an Advancement Staff Member.
- Adjudicate EAN Award submissions.
- Act as an ambassador at the annual EAN Awards celebration.
- Ensure the fair and equitable adjudication of awards and recognition programs.

**Qualifications:**

- EAN Award or U of T Arbor Award recipient (preferred).
  - A natural connector with strong networking and communication skills.
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**Job Title:** Nominations & Governance Committee Chair

**Position Summary:** The Nominations & Governance Committee Chair will lead the committee in overseeing governance documents, recruiting alumni volunteers, and managing the nominations process for various volunteer positions within the EAN Council as well as other University of Toronto and

Faculty of Applied Science & Engineering leadership volunteer positions.

**Key Responsibilities:**

- Oversee the annual review of governance policies for the Council and its Committees.
- Manage the nomination process and make recommendations to the Council President for volunteer positions.
- Recruit alumni volunteers for various leadership roles.
- Ensure compliance with governance standards and practices.
- Collaborate with the Office of Advancement to identify and place volunteers in appropriate positions.
- Ensure the fair and equitable assignment of volunteers to leadership roles.

**Qualifications:**

- Experience in governance and volunteer recruitment.
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**Job Title:** Alumni Engagement Committee Chair

**Position Summary:** The Alumni Engagement Committee Chair will work with the Office of Advancement, student leaders and the Global Alumni Ambassadors to fostering engagement between alumni and students, and connecting our global U of T Engineering community through various programs and initiatives.

**Key Responsibilities:**

- Support alumni involvement in student curricular and extracurricular activities.
- Promote alumni-to-student engagement and mentorship opportunities.
- Collaborate with student clubs and organizations to understand student needs.
- Connect with our Global Alumni Ambassadors to foster meaningful alumni relationships across the globe.
- Consultation on innovative alumni initiatives to engage previously disconnected alumni.

**Qualifications:**

- Experience in student engagement and mentorship.
- Excellent communicator, including comfort with social media.

**Qualifications Required**

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**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.

**Time Commitment:**

The Council will meet three times a year, with additional meetings as needed. Committee Chairs will be invited to occasional events to act as ambassadors for U of T Engineering.

The EAN Council Committee Chairs will serve a three (3) year term beginning July 1 and ending June 30 and are appointed at the discretion of the Advancement Office and the Engineering Alumni Network.