

Approval Date: May 1, 1999

Parent Policy: [Alumni Association Membership Policy](#)

## **Alumni Association Membership Policy (Appendix A) Alumni Association Terms of Reference**

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| <b>Office of Administrative Responsibility:</b> | Office of Alumni Affairs               |
| <b>Approver:</b>                                | Vice-President (Office of Advancement) |

The Alumni Association (the “Association”) and the Office of Alumni Affairs are committed to being acknowledged as a leading alumni association by building an active lifetime of connection between the alumni and the University, a connection that responds to the priority needs of both alumni and the University.

Nature of the partnership between the University and the Association:

- The relationship between the University and the Alumni Association will be open, honest and informative, guided by mutual respect for each party and their partnership.
- The Association regards itself as an integral part of the University and as such will not be separately incorporated.
- The Association shall consult with the University on any amendments to the Bylaws of the Association.
- The University recognizes the Alumni Association Council (the “Council”) as the voice for alumni and the champion of alumni affairs at the University. The Council serves as a key sounding board or consultant to the University on all major initiatives involving alumni and shall responsibly manage all revenue resulting from programs or partnerships developed by the Association.
- The University and the Association are committed to effective communication and synergistic decision-making on matters relating to alumni relations.
- The University will employ a Director of Alumni Affairs, who will also serve as the Executive Director of the Association. The appointment of the Director of Alumni Affairs will be made in consultation with the Council. The Office of Alumni Affairs will serve as the secretariat for the Association.
- The University, through its Vice-President (Office of Advancement), will assume responsibility for monitoring the activities and expenditures of the Office of Alumni Affairs to ensure effective and efficient deployment of resources made available by the University, against strategic priorities identified in the collaborative planning process. Every effort will be made by both the University and the Association to ensure that mutually approved programs and initiatives are appropriately funded.
- The annual budget of the Association is to be set in collaboration with the Office of Alumni Affairs with consideration for the strategic objectives of the University and the Association as determined by them as part of their ongoing strategic planning processes. Within these strategic objectives, the Association shall have complete discretion with respect to the funds raised by the Association but shall provide a full accounting thereof to the University on, at least, an annual basis, and the Director of Alumni Affairs shall submit an annual report to the Board of Governors of the University.
- The University agrees to consult the Association in the planning and implementation of fundraising programs and strategies that involve alumni, and the Association will provide advice and support in the planning and implementation of fundraising programs and strategies that involve or approach alumni. The University will not launch a fundraising campaign targeted at alumni without prior review by the Council; however, the Association shall retain its independent right to solicit funds from its membership by other means and other fundraising activities (ie. affinity programs) but will ensure that such solicitation does not conflict with the University’s fundraising objectives.
- A central database of University alumni will be maintained by Advancement Services Records Department to the highest standards reasonably achievable. The University and the Association shall agree on guidelines and conditions for appropriate use of this information in support of the Association and University objectives. The Office of Alumni Affairs will play a key role towards ensuring that all communications and contacts with alumni are consistent and coordinated. It will have the opportunity to review and comment on all major initiatives that involve alumni, including those undertaken by the Association.

**DEFINITIONS**

There are no definitions for this Appendix. [\[▲Top\]](#)

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