

# UCalgary Nursing Alumni Committee

## Terms of Reference

*Last updated on Dec 2020*

### **1. NAME**

- a. The name of the committee shall be the UCalgary Nursing Alumni Committee, hereinafter known as the Committee.

### **2. MISSION**

- a. The UCalgary Nursing Alumni Committee provides and supports alumni programs and services, facilitates communication with alumni, and seeks to strengthen alumni bonds of camaraderie, professional connection, community and university affiliation.

### **3. VISION**

- a. To connect, engage, develop, and celebrate current and future alumni from UCalgary Nursing.

### **4. GOALS**

- a. Leverage the resources, talents, and initiatives of alumni and associates to advise, guide, advocate for and support the UCalgary Nursing Alumni Committee, the faculty, and the university in achieving their respective missions and goals.
- b. Encourage and engage alumni to remain connected and serve as ambassadors for UCalgary Nursing.
- c. Initiate, sustain, and monitor programs which facilitate alumni engagement, nursing education, and advancement.

### **5. CODE OF ETHICS**

- a. The Committee, as well as all event volunteers, wholeheartedly subscribe to the upholding of the highest personal and professional standards in support of the mission of the University of Calgary, UCalgary Nursing, and the UCalgary Nursing Alumni Committee.
- b. Mutual respect, equity, and fairness shall be the guiding principle in all proceedings.
- c. All affairs will be conducted with dignity, transparency, honesty, integrity, and inclusiveness, in full compliance with the University of Calgary policies and the law.
- d. The Committee will ensure that their activities are focused on diversity and inclusion and support the goals and objectives of the University of Calgary and UCalgary Nursing.

- e. The Committee and volunteers will hold all information obtained about members in strict confidence and will not disseminate information to any third-party organizations in accordance with the *Oath of Confidentiality For University of Calgary Volunteers*.

## **6. CODE OF CONDUCT**

- a. All decisions and subsequent actions of the Committee will support the aims expressed in the mission statement, in strict adherence to the Code of Ethics and the Oath of Confidentiality.
- b. All members of the committee are responsible for maintaining good standing with the Committee, UCalgary Nursing, and the University of Calgary by faithfully adhering to the Codes of Ethics and Conduct, and operating procedures.
- c. The Committee will endeavor to make all decisions as a team to enhance the effectiveness of the group and ensure that careful consideration is given to all options.
- d. No activity undertaken by the Committee shall create a discernable advantage for any one member.
- e. No members of the Committee may speak on behalf of the University of Calgary, UCalgary Nursing, or the UCalgary Nursing Alumni Committee without prior consultation with the Senior Manager, Communications at UCalgary Nursing. Requests for comment from the media will be referred to the Senior Manager, Communications.

## **7. MEMBERSHIP**

- a. The Committee is open to all UCalgary Nursing Alumni who are able to commit to the required term as outlined in the *Position Descriptions* (See Appendix A).

## **8. EXECUTIVE COMMITTEE & AD-HOC WORKING GROUPS**

- a. The executive committee is responsible for forming and implementing the goals of the Committee, ensuring they are in alignment with the goals of the UCalgary Nursing Alumni and the University of Calgary Alumni Association.
- b. The Executive of the committee shall consist of the following officers:
  - i. President/Co-Presidents
  - ii. Vice President (Optional in the case of Co-Presidents)
  - iii. Secretary
  - iv. Treasurer

- v. Bronze Alumni Lead/Co-Leads
  - vi. Silver Alumni Lead/Co-Leads
  - vii. Gold Alumni Lead/Co-Leads
- c. In addition to the executive members, general membership of the committee will include the following members:
- i. Members-At-Large
  - ii. Graduate/Undergraduate Student Representatives (ex-officio)
  - iii. Nursing Guys Club Representative (ex-officio)
  - iv. UCalgary Nursing Advancement Team Representatives (ex-officio)
- d. Executive committee members, including the President, shall normally be appointed/elected for a term of two years, eligible for re-election or reappointment after the first term. Maximum of two consecutive terms may be served.
- e. The Committee will recruit and appoint/elect members to their executive committee.
- f. The executive committee will establish working groups on an as-needed basis to help with the planning or execution of specific events and initiatives. Committee members can volunteer to serve on any working group with a Bronze/Silver/Gold Lead facilitating the group.
- g. Committee members are expected to attend, prepare for, and actively participate in Committee meetings and initiatives. Meeting attendance shall be required as outlined in the *Position Descriptions* (See Appendix A).
- h. Committee members are responsible for ensuring they each commit to and carry out the responsibilities outlined in their specific *Position Description* to the best of their abilities (See Appendix A).

## 9. MEETINGS

- a. The President/Co-President will chair all Committee meetings. In their absence, the President/Co-Presidents will appoint a chairperson to preside over the meeting.
- b. The Committee will meet at a minimum of bi-monthly in addition to an Annual General meeting in the months of June or September.
- c. Meetings will be held in person or by means of web conference or other available communication tool that permits all participants to communicate adequately with each other during the meeting.
- d. If a member misses two consecutive meetings **without advanced notice**, he/she will be removed from the Committee. Committee member removals will be handled on an individual basis by the remaining committee members through a vote.

- e. All fiscal or other major decisions of the Committee shall be recorded and the minutes of these decisions distributed to the Committee members.
- f. The quorum for meetings of the Committee shall be a majority (50% + one) of the members of the Committee.
- g. Only Committee members may move, second, and vote on motions. President/Co-Presidents will only vote to break a tie.
- h. Motions will be decided by a show of hands, consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the chair of the meeting. Voting by proxy is not allowed.
- i. An affirmative vote of a majority of the members present and eligible to vote, or alternatively consent without objection is required to pass a motion.
- j. Ex-officio members (i.e. by virtue of office) are eligible to vote.
- k. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.

## **10. FINANCES**

- a. The Committee will gain funds through sponsorships, cost-recovery activities, etc.
- b. The Committee may open group accounts with a bank, as is deemed necessary or convenient, and may also maintain a surplus amount in these accounts.
- c. Other than amounts payable in the course of its activities, the committee may not become indebted to any individual or organisation.
- d. The financial year of the committee will end on July 30th of each year.
- e. A budget will be developed and approved annually with considerations made for strategic allocations towards:
  - i. Life-stage programming (Bronze, Silver, and Gold in equal distributions)
  - ii. Intergenerational event/initiative

## **11. AMENDING TERMS OF REFERENCE**

- a. The Committee may propose amendments to the terms of reference and a majority of committee members must approve the proposed changes.

## **12. DISSOLUTION OF THE COMMITTEE**

- a. Upon the dissolution of the Committee, any funds remaining will revert to the University of Calgary and will be used to support other alumni activities or student scholarships.

# Appendix A

## **Alumni Volunteer Position Description UCalgary Nursing Alumni Committee President**

**Position Title:** President/Co-President

**Purpose:**

Provide leadership for the UCalgary Nursing Alumni Committee by setting annual objectives and goals in collaboration with the Committee, ensuring achievement of said goals and encouraging alumni engagement. The President/Co-President serves as a liaison between the Committee, UCalgary Nursing, students, the UCalgary Alumni Association, and other alumni and volunteers.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures
- Must be a graduate of a UCalgary Nursing program
- Exceptional interpersonal skills
- Strong communication and public speaking
- Strong project management/organization skills
- Task delegation skills
- Experience working with and leading volunteers preferred
- Must be a current member of the committee, and active for a least one year
- Prior leadership experience in the committee at the executive member level preferred

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- The President/Co-President for the UCalgary Nursing Alumni Committee agrees to a minimum commitment of 3-6 hours per month, more or less as needed
- Committee meeting attendance (as scheduled)
- Regular telephone and e-mail communication with the UCalgary Nursing staff liaison
- Meetings (in-person or online) with UCalgary Nursing faculty liaison as required

**Duties:**

- Maintain the mission and vision of the UCalgary Nursing Alumni Committee
- Chair all nursing alumni committee meetings in person or via web conference. In the event President or Co-President cannot attend, the faculty liaison must be informed in advance of the meeting, a report prepared if no Co-President, and a substitute chair appointed (either fellow Co-President or Vice-President as the case may be)

- Oversee and direct, as needed, the events of the Committee
- Liaise with external and internal UCalgary Nursing partners including the Undergraduate Nursing Society, Nursing Graduate Student Association, Nursing Guys Club, etc.
- Communicate and collaborate with the UCalgary Nursing Advancement office as well as the University of Calgary Alumni Association
- Attend UCalgary Nursing Council meetings or submit report if unable to attend
- Provide support to the Secretary for agenda creation if required
- Provide final approval of proposed programming or events
- The President is ex-officio for all voting and is the deciding vote if quorum cannot be reached

**Performance Management, Evaluation & Review:**

- The President/Co-President is provided with ongoing, informal feedback from the Director of Development and Alumni Engagement Coordinator from the UCalgary Nursing Advancement office.
- The President/Co-President may at any time contact the faculty liaison to discuss position questions or concerns.

**Support:**

- Support to the President/Co-President is provided by the Director of Development and Alumni Engagement Coordinator from the UCalgary Nursing Advancement office.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

<b>Volunteer Name:</b>	
<b>Volunteer Signature:</b>	
<b>Date:</b>	

<b>Faculty Liaison Name:</b>
<b>Faculty Liaison Signature:</b>
<b>Date:</b>

## **Alumni Volunteer Position Description**

### **UCalgary Nursing Alumni Committee Vice-President**

**Position Title:** Vice-President

**Purpose:**

Provide leadership for the UCalgary Nursing Alumni Committee as a member of the committee's executive and assists the President in the performance of their duties.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures
- Must be a graduate of a UCalgary Nursing program
- Exceptional interpersonal skills
- Strong communication and public speaking
- Strong project management/organization skills
- Task delegation skills
- Experience working with and leading volunteers preferred
- Must be a current member of the committee, and active for a least one year
- Prior leadership experience in the committee at the executive member level preferred

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- The Vice-President for the UCalgary Nursing Alumni Committee agrees to a minimum commitment of 3-6 hours per month, more or less as needed
- Committee meetings attendance (as scheduled)
- Regular telephone and e-mail communication with the President and the UCalgary Nursing staff liaison
- Meetings (in-person or online) with UCalgary Nursing faculty liaison as required

**Duties:**

- Uphold the mission and vision of the UCalgary Nursing Alumni Committee
- Understand and support the role of the president in planning and strategizing for the work of the committee
- Participate in at least 80% of the committee meetings in person or via webconference. In the event the Vice-President is unable to attend, the president/co-presidents must be informed in advance of the meeting and a report must be submitted to the president/co-presidents for the upcoming meeting

- Be aware of the committee’s projects and events, and provide support in planning and executing these programs
- Support the president in directing and facilitating communication between committee members
- May serve in the interim for any vacant or absent executive positions as required
- Performs such other duties and assumes such responsibilities as may be assigned by the President
- The Vice-President is ex-officio for all voting and in the absence of the President, is the deciding vote if quorum cannot be reached

**Performance Management, Evaluation & Review:**

- The Vice-President is provided with ongoing, informal feedback from the Director of Development and Alumni Engagement Coordinator from the UCalgary Nursing Advancement office.
- The Vice-President may at any time contact the faculty liaison to discuss position questions or concerns

**Support:**

- Support to the Vice-President is provided by the Director of Development and Alumni Engagement Coordinator from the UCalgary Nursing Advancement office.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

<b>Volunteer Name:</b>	
<b>Volunteer Signature:</b>	
<b>Date:</b>	

<b>Faculty Liaison Name:</b>
<b>Faculty Liaison Signature:</b>
<b>Date:</b>



## **Alumni Volunteer Position Description**

### **UCalgary Nursing Alumni Committee Treasurer**

**Position Title:** Treasurer

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee by ensuring accurate and transparent management of the UCalgary Nursing Alumni Committee's financial affairs.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures.
- Must be a graduate of a UCalgary Nursing program
- Competent in Microsoft Word, Excel, and PowerPoint
- Must have functional email and respond to emails in a timely manner

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- The Treasurer for the UCalgary Nursing Alumni Committee agrees to a minimum commitment of 2 hours weekly, more or less as needed.

**Duties:**

- Maintain the financial portfolio of the Committee
- Participate in at least 80% of UCalgary Nursing Alumni Committee meetings in person or via web conference. In the event the Treasurer is unable to attend, the President/Co-Presidents must be informed a minimum of one (1) week in advance of the meeting and a report must be submitted to the President/Co-Presidents for the upcoming meeting
- Produce an end of year Financial Report at Annual General Meetings including expenses and income
- Propose/revise a yearly budget for the Committee and present at the first meeting of the academic year
- Approve budgets for the UCalgary Nursing Alumni Committee's proposed programming, events, or purchases
- Maintain the Alumni chequing account with TD Canada Trust, including a yearly account signing authority update if indicated
- Provide cheques appropriately, ensuring co-signature with an authorized signatory and ensure the safekeeping of the cheque book

- Provide advice around the Alumni’s financial expenditures, reporting on cash flow for the month at each meeting and keeping an updated and accurate record of these transactions
- Ensuring the appropriate collection of monies through various sources (e.g. e-transfer, square, cheque)
- Maintain records for specific fundraising activities (i.e. stethoscope sales), provide remittance statements to vendors, and maintain organized documentation of these processes

**Performance Management, Evaluation & Review:**

- The Treasurer is provided with ongoing, informal feedback from the President/Co-Presidents.
- The Treasurer may at any time contact the President/Co-Presidents or the UCalgary Nursing Alumni Engagement Coordinator to discuss position questions or concerns.

**Support & Supervision:**

Support to the Treasurer is provided by the Committee’s President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	

# Alumni Volunteer Position Description

## UCalgary Nursing Alumni Committee Secretary

**Position Title:** Secretary

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee by ensuring timely communication, documentation, and dissemination of committee work to members of the Alumni Committee.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures
- Must be a graduate of a UCalgary Nursing program
- Competent in Microsoft Word
- Must have functional email and respond to emails in a timely manner

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- The Secretary for the UCalgary Nursing Alumni Committee agrees to a minimum commitment of 2 hours weekly, more or less as needed.

**Duties:**

- Participate in at least 80% of committee meetings in person or via web conference. In the event the Secretary is unable to attend, the Meeting Chair(s) must be informed a minimum of one (1) week in advance of the meeting and a substitute minute-taker appointed
- Document the activities of meetings in the form of minutes
- Document attendance for each meeting on tracking sheet
- Disseminate the minutes to the Committee via email within one (1) week of the meeting completion
- Create agendas using the standard faculty template and request additions to the agenda from the Committee one (1) week prior to the scheduled meeting. Request support from President/Co-Presidents as needed
- Send out reminders for all monthly Committee meetings via calendar invites, meeting dates being determined at the Annual General Meeting for a minimum of three months in advance
- Cancel or schedule additional meetings as directed by the President/Co-Presidents as per committee discretion and current projects
- Coordinate with the UCalgary Nursing Advancement office for room bookings on campus
- Maintain a current contact and membership list for all Committee Members and event volunteers

**Performance Management, Evaluation & Review:**

- The Secretary is provided with ongoing, informal feedback from the President/Co-Presidents.
- The Secretary may at any time contact their President/Co-Presidents or the UCalgary Nursing Alumni Engagement Coordinator to discuss position questions or concerns.

**Support:**

Support to the Secretary is provided by the Committee’s President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	

# Alumni Volunteer Position Description

## UCalgary Nursing Alumni Committee Bronze Alumni Lead

**Position Title:** Bronze Alumni Lead

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee by identifying opportunities to engage and cultivate relationships with recent nursing graduates up to 10 years after graduation.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures
- Must be a graduate of a UCalgary Nursing program
- Competent in Microsoft Office
- Strong interpersonal skills and adaptable to changing situations
- Strong verbal and written communication skills
- Ability to exercise good judgement within established guidelines
- Experience working both independently and in a team-oriented, collaborative environment
- Willingness to develop new partnerships for the UCalgary Nursing Alumni Committee

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- Assist with one to three major events per year
- Attend regular monthly committee meetings, in person or via web conference
- Working group meetings as required or additional work time based on current projects as needed

**Duties:**

- Develop programming and events targeting, but not exclusive to, recent graduates of UCalgary Nursing up to 10 years after graduation.
- Attend at least 80% the UCalgary Nursing Alumni Committee meetings. In the event the Lead is unable to attend a meeting, the Meeting Chair(s) must be informed and a report submitted at least one (1) week prior to be presented at the meeting
- Submit proposals for programming and events to the President/Co-Presidents and Treasurer of the UCalgary Nursing Alumni Committee for pre-approval
- Report ideas to the committee at large to enable collaborative programming and project approval

- Lead ad-hoc working groups to help in the planning of Bronze Alumni events and programs as required
- Maintain close communication with other executive members and respond to emails in timely manner

**Performance Management, Evaluation & Review:**

- The Bronze Alumni Lead is provided with ongoing, informal feedback from the President/Co-Presidents.
- The Bronze Alumni Lead may at any time contact their President/Co-Presidents or the UCalgary Nursing Alumni Engagement Coordinator to discuss position questions or concerns.

**Support:**

Support to the Bronze Alumni Lead is provided by the UCalgary Nursing Alumni Committee’s President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	

# Alumni Volunteer Position Description

## UCalgary Nursing Alumni Committee Silver Alumni Lead

**Position Title:** Silver Alumni Lead

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee by identifying opportunities to engage and cultivate relationships with nursing alumni 11-25 years after graduation.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures.
- Must be a graduate of a UCalgary Nursing program
- Competent in Microsoft Office
- Strong interpersonal skills and adaptable to changing situation
- Strong verbal and written communication skills
- Ability to exercise good judgement within established guidelines
- Experience working both independently and in a team-oriented, collaborative environment
- Willingness to develop new partnerships for the UCalgary Nursing Alumni Committee

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- Assist with one to three major events per year
- Attend regular monthly committee meetings, in person or via web conference.
- Working group meetings as required or additional work time based on current projects as needed

**Duties:**

- Develop programming and events targeting, but not exclusive to, Alumni from UCalgary Nursing who are in their 11th to 25th-year after graduation
- Attend at least 80% the UCalgary Nursing Alumni Committee meetings. In the event the Lead is unable to attend a meeting, the Meeting Chair(s) must be informed and a report submitted at least one (1) week prior to be presented at the meeting
- Submit proposals for programming and events to the President/Co-Presidents and Treasurer of the UCalgary Nursing Alumni Committee for pre-approval
- Report ideas to the committee at large to enable collaborative programming and project approval

- Lead ad-hoc working groups to help in the planning of Silver Alumni events and programs as required
- Maintain close communication with other executive members and respond to emails in timely manner

**Performance Management, Evaluation & Review:**

- The Silver Alumni Lead is provided with ongoing, informal feedback from the President/Co-Presidents.
- The Silver Alumni Lead may at any time contact their President/Co-Presidents or the UCalgary Nursing Alumni Engagement Coordinator to discuss position questions or concerns.

**Support & Supervision:**

Support to the Silver Alumni Lead is provided by the UCalgary Nursing Alumni Committee’s President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	



# Alumni Volunteer Position Description

## UCalgary Nursing Alumni Committee Gold Alumni Lead

**Position Title:** Gold Alumni Lead

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee by identifying opportunities to engage and cultivate relationships with nursing alumni 25+ years after graduation.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures.
- Must be a graduate of a UCalgary Nursing program
- Competent in Microsoft Office
- Strong interpersonal skills and adaptable to changing situations
- Strong verbal and written communication skills
- Ability to exercise good judgement within established guidelines
- Experience working both independently and in a team-oriented, collaborative environment
- Willingness to develop new partnerships for the UCalgary Nursing Alumni Committee

**Term:**

- Two-year term
- Option for renewal/re-election after first term
- Maximum of two consecutive terms may be served

**Time Commitment:**

- Assist with one to three major events per year
- Attend regular monthly committee meetings, in person or via web conference
- Working group meetings as required or additional work time based on current projects as needed

**Duties:**

- Develop programming and events targeting, but not exclusive to, Nursing alumni who are in their 25<sup>th</sup> year or onwards after graduation
- Attend at least 80% the UCalgary Nursing Alumni Committee meetings. In the event the Lead is unable to attend a meeting, the Meeting Chair(s) must be informed and a report submitted at least one (1) week prior to be presented at the meeting
- Submit proposals for programming and events to the President/Co-Presidents and Treasurer of the UCalgary Nursing Alumni Committee for pre-approval
- Report ideas to the committee at large to enable collaborative programming and project approval

- Lead ad-hoc working groups to help in the planning of Gold Alumni events and programs as required
- Maintain close communication with other executive members and respond to emails in timely manner

**Performance Management, Evaluation & Review:**

- The Gold Alumni Lead is provided with ongoing, informal feedback from the President/Co-Presidents.
- The Gold Alumni Lead may at any time contact their President/Co-Presidents or the UCalgary Nursing Alumni Engagement Coordinator to discuss position questions or concerns.

**Support & Supervision:**

Support to the Gold Alumni Lead is provided by the UCalgary Nursing Alumni Committee’s President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	

# Alumni Volunteer Position Description

## UCalgary Nursing Alumni Committee Member-at-Large

**Position Title:** Member-at-Large

**Purpose:**

Provide support to the UCalgary Nursing Alumni Committee in the planning, evaluation, and execution of alumni programming and events. Represent specific individual constituency by providing perspectives on alumni relations topics during meetings.

**Requirements:**

- University of Calgary volunteers will adhere to all University of Calgary policies and procedures.
- Must be a graduate or current student a UCalgary Nursing program
- Interest and commitment to UCalgary Nursing and its alumni
- Good interpersonal skills
- Excellent communication skills
- Proven administrative and organizational skills
- Computer, word processing, and email ability
- Leadership skills

**Term:**

- One-year term
- Option for renewal at the end of each term

**Time Commitment:**

- 2-3 hours monthly, more or less as needed depending on events scheduled

**Duties:**

- Participate in at least 70% of committee meetings in person or via web conference and actively, attentively, and appropriately participate in the matters that come before those meetings
- Attend Annual General Meetings when scheduled
- Attend and participate in as many UCalgary Nursing sponsored events as possible and encourage other alumni, friends, and community members to join you
- Participate in ad-hoc working groups to collaborate with Bronze, Silver, and Gold Alumni Leads on projects as needed
- Assist the committee in identifying and encouraging future alumni leaders
- Serve as an ambassador for UCalgary Nursing and the university as a whole
- Exercise loyalty towards the Committee and confidentiality regarding its internal affairs as discussed at meetings

**Performance Management, Evaluation & Review:**

- The member-at-large is provided with ongoing, informal feedback from the President/Co-Presidents.
- The member-at-large may at any time contact their President/Co-Presidents or the Alumni Engagement Coordinator to discuss position questions or concerns.

**Support & Supervision:**

Support to the member-at-large is provided by the UCalgary Nursing Alumni Committee's President/Co-Presidents and by the UCalgary Nursing Alumni Engagement Coordinator.

**Acknowledgement:**

By signing below, you hereby acknowledge that you are able to commit to the above-mentioned duties and expectations required of the role, and are aware that failure to do so will result in removal from the position.

Volunteer Name:	
Volunteer Signature:	
Date:	

President Name:	
President Signature:	
Date:	

Faculty Liaison Name:	
Faculty Liaison Signature:	
Date:	

# Appendix B



## Nursing Alumni Committee Organizational Chart

