Roles & Responsibilities of UTSC Alumni Association

PRESIDENT (3 year term)
- Presides over and sets the agenda for all meetings of UTSCAA
- Ensures that the Board works in harmony with the policies and expectations of the Development and Alumni Relations Office (DAR0)
- Serves as the official spokesperson for the UTSCAA
- Acts as ex-officio member of all committees and constituent groups of the UTSCAA
- Prepares a report of the year's activities for presentation at the Annual General Meeting
- Represents the UTSCAA at all UTSC and University of Toronto events as appropriate
- Co-coordinates the Annual General Meeting with the Vice-Presidents

PAST PRESIDENT
- Acts as an advisor to the current President and the Board
- Assists with strategic planning of the UTSC Alumni Association
- Chairs the Nominating Committee

VICE-PRESIDENT OF ALUMNI & STUDENT ENGAGEMENT (3 year term)
- Engages alumni and students through a variety of partnership strategies (reunions, events, surveys, etc.)
- Acts on behalf of the President if he/she cannot attend a meeting, event, or activity or is unable to continue his/her duties
- Co-coordinates the Annual General Meeting with the President
- Actively participates in UTSCAA Board meetings and UTSCAA sponsored events

VICE-PRESIDENT GOVERNANCE (3 year term)
- Ensures that the intent and provisions of the constitution are enforced
- Ensures all governance positions related to the UTSCAA are filled including College of Electors, Council of UTSC and its committees
- Acts on behalf of the President if he/she cannot attend a meeting, event, or activity or is unable to continue his/her duties
- Co-coordinates the Annual General Meeting with the President
- Actively participates in UTSCAA Board meetings and UTSCAA sponsored events

SECRETARY (2 year term)
- Assists in organizing meetings, records minutes of all meetings and distributes minutes to all board members
- Communicates Board announcements to DARO for the web and social media
- Maintains official record of Alumni Association agendas, minutes, and other documents
- Actively participates in UTSCAA Board meetings and UTSCAA sponsored events
TREASURER (2 year term)

- Monitors Board finances and all expenditures in consultation with the Board and DARO
- Ensures funds from Affinity Programs are dispersed according to agreed upon procedures with the Board and DARO and other constituents as appropriate
- Assists in preparing the annual budget in consultation with the Board and DARO
- Provides regular updates on finances at Board meetings and the AGM

CONSTITUENT GROUP LIAISON (2 year term)

- Acts as liaison between the Board and alumni chapters, constituent and campus groups on campus
- Enables support for these alumni chapters and groups at Board meetings

DIRECTOR(S) AT LARGE (2 year term)

- Attend and actively participate in all Board meetings, the AGM and events sponsored by the UTSCAA
- Assist in coordinating Alumni Association projects along with the Executive members of the Board
- Act as ambassadors of the UTSCAA and the university at Board or DARO events
- Encourage members of the Alumni Association to attend the AGM and join the Board

RESPONSIBILITIES OF UTSCAA BOARD OF DIRECTORS

- Engages the alumni membership through a variety of partnership strategies (reunions, events, surveys, etc.) with the Development and Alumni Relations Office (DARO)
- Coordinates the Association’s participation on governance at UofT and UTSC
- Participates in committees related to strategic planning for the University of Toronto as appropriate
- Recruits volunteers as needed
- Organizes regular meetings with the DARO to share information, collaborate on events and provide input

RESPONSIBILITIES OF THE UTSCAA ADVISORY GROUP

In addition to the UTSCAA Board of Directors, there is a UTSCAA Advisory Board group. The purpose of this group is to:

- Engages the alumni membership through a variety of partnership strategies (reunions, events, surveys, etc.) with the Development and Alumni Relations Office (DARO)
- Participates in committees of the UTSCAA as appropriate
- Attend UTSCAA meetings

The term commitment for Advisory Group members is one year. Advisory Group members do not have voting rights at UTSCAA meetings.