

# ALUMNI ADVISORY COMMITTEE

## TERMS OF REFERENCE

### PURPOSE

The Alumni Advisory Committee is responsible for cultivating and supporting a lifetime of meaningful connection between alumni and Calgary Academy that responds to the priority needs of both in actualizing the strategic plan of Calgary Academy.

### VALUES

The Alumni Advisory Committee will conduct itself according to the REACH principles of Calgary Academy. All members will exemplify these values in their committee work.

### VISION/MISSION/BELIEFS

Alumni committee members will live the vision, mission, and beliefs of Calgary Academy and honour the Strategic Plan.

**Vision** — To be a beacon of possibility for richly personalized, engaging learning experiences that empower learners to pursue lives of passion and purpose.

**Mission** — We design engaging, dynamic, student-centered experiences that nurture a caring, inclusive culture and instill a love of learning.

**Beliefs** — Collectively, we believe:

- a) we are all learners first, continuously redefining what is possible;
- b) in the principles of respect, enthusiasm, altruism, commitment and honesty (REACH);
- c) students must be at the center of all decision-making;
- d) in creating pathways as unique and varied as our learners;
- e) socio-emotional well-being empowers learners to thrive;
- f) foundational literacies are critical to deeper learning;
- g) in engaging richly with our families and our community;
- h) transparency and clarity of communication are critical for a healthy culture; and
- i) collaborative and distributed leadership across all areas of CA will best serve the needs of our community.

## **ROLES AND RESPONSIBILITIES**

To provide perspective and insights on the development, monitoring, and nurturing of alumni

relations and action plans in a collaborative manner that are aligned to strategies within the CA Strategic Plan. Specifically, responsibilities include:

- > Nurture passionate and supportive alumni who are actively engaged in the life of
- > Calgary Academy;
- > Act as an advisor to Calgary Academy on alumni programming and engagement
- > activities;
- > Represent alumni from all years to ensure diversity and uniqueness;
- > Consult with Calgary Academy on major initiatives that involve alumni and work
- > synergistically in decision making on matters relating to alumni relations;
- > Support alumni communications and develop alumni story content;
- > Actively participate in alumni engagement events and activities;
- > Promote alumni engagement activities through active outreach identifying
- > opportunities for participation in events and volunteer opportunities;
- > Assist Calgary Academy in any fund-raising as these needs arise, where appropriate;
- > Identify unique benefits for alumni;
- > Recruit and identify new members for the committee; and
- > Assist in locating past alumni.

## **STRUCTURE AND OPERATIONS**

The committee will self-organize by selecting at minimum, a Chairperson and Secretary. The Chairperson will report as required but not less than quarterly to Calgary Academy on progress and seek approvals of recommendations. The committee will be supported by Calgary Academy Advancement staff.

The Secretary will support the Chairperson in developing agendas, taking minutes, and sharing minutes with the Advancement staff, for distribution on the Calgary Academy Alumni website.

Committee members are expected to commit for a term of two (2) years, with no maximum number of terms an active member can serve. The Chairperson may serve in this position with no maximum number of terms. In the absence of the Chairperson or a conflict of interest, the Committee will select amongst members present. The committee will look to refresh membership and invite new members at the start of each new school

year. Members are required to sign the Calgary Academy Alumni Advisory Committee Membership Agreement.

This Terms of Reference will be reviewed annually at the first meeting in September of each year. Recommendations for change will be brought forward by the Chairperson to the Alumni and Annual Giving Coordinator.

## **MEETINGS**

Meetings will be scheduled as determined by the committee, meeting approximately once a month during the school year. When possible, meetings will be hosted virtually so non-member alumni can access the meeting remotely. The Chairperson may call special meetings of the committee as needed. The Chairperson will call upon members for agenda items two weeks prior to meetings. All members are expected to come to meetings prepared in advance for work as requested, including reviewing relevant documents for discussion. When unable to attend, members are expected to notify the Chairperson in advance. The Secretary will ensure minutes shall be kept of all meetings of the committee.

If members are frequently absent from meetings and/or demonstrate frequent gaps in performing alumni-related duties that have a negative impact on committee functions, a request to discontinue that members participation may be made and voted on by the committee.

Non-committee individuals may be requested to attend meetings or portions thereof for support, information, or advice as needed.

The committee will embrace an operational structure where the most significant work occurs away from regularly scheduled meetings.

## **MEMBERSHIP**

Committee membership includes not fewer than four (4) and not more than ten (10) Calgary Academy alumni volunteers. Members will be approved by the committee with a focus on a cross-sectional make-up of graduates from different years ensuring diversity and uniqueness.

## **APPROVAL**

These Terms of Reference were approved the 11 day of January, 2021.