

## **Faculty of Agriculture Alumni Association Board of Directors Terms of Reference**

**Mission:** *To inspire alumni pride, engagement and commitment to support the Dalhousie Agricultural Campus and foster connections between alumni, students and the agricultural community.*

### **Membership**

The board will consist of nine voting directors, a representative from DASA (ex-officio) and the alumni officer for the Faculty of Agriculture (ex-officio). Membership appointment is subject to approval by the board and will be for a term of three years, dated from the Annual General Meeting. Membership is subject to renewal for two additional membership terms. Selection of board members will take into consideration diversity in demographics and graduation year. Reference to the Life Executive members may be made when selection is limited.

### **Executive**

Executive terms are for two years in length. The executive of the Alumni Association will normally consist of the following:

Chair – tasked with administering Alumni Association meetings; representing the Alumni Association at faculty and alumni events when requested by the faculty's alumni officer; providing communications to alumni when necessary.

Vice-Chair – tasked with fulfilling the roles of the chair when the latter is unavailable; serving as the chair of the Alumni Association Awards subcommittee; representing the Alumni Association at faculty and alumni events when requested by the faculty's alumni officer.

Past Chair – tasked with providing guidance to the Alumni Association board when requested; representing the Alumni Association at faculty and alumni events when other executive members are unavailable.

Secretary – responsible for assigning or completing meeting minutes. Meeting minutes should be completed and distributed to the alumni officer within seven days.

### **Committees**

Committees will be formed annually at the AGM. The board will consist minimally of the following committees:

- 1) Awards committee (led by the Alumni Association vice-chair) – responsible for recruiting other committee members and nominating alumni for Blue & Gold Awards, as well as DAA Awards.
- 2) Scholarship committee (alumni officer and one board member, appointed by chair) – responsible for reviewing applications and selecting recipients of the Alumni Family Bursary and any other awards.
- 3) Nominating committee (past chair, one other board member and alumni officer; two board members will be required when past chair is not available) – responsible for identifying and nominating new board members.

- 4) Honourary Barley Ring committee (alumni officer, chair, vice chair and two DASA representatives) – responsible for reviewing Honourary Barley Ring nominations and selecting recipient.

### **Reporting**

An Annual Report will be completed by the chair and presented to members at the AGM. It is the responsibility of directors to collaborate with the Faculty of Agriculture alumni officer. The chair will also communicate directly with the Association membership via the twice-yearly Agricola News and other established communication channels.

### **Meetings**

Meetings will normally be held five times per year from September to June. The Annual General Meeting will be scheduled to coincide with Homecoming Weekend.

No business shall be transacted at any meeting of the Board of Directors unless 5 of 9 directors are present at the commencement of such business meeting.

Changes to the terms of reference may be made at any regular meeting.