

## CapU Alumni Association – Board Chair Role Description

### **About the CapU Alumni Association (CUAA):**

The Capilano University Alumni Association (CUAA) is committed to fostering the success and continuous learning of our 100,000+ alumni who are making an impact here and around the globe. The CUAA is led by a group of dedicated volunteers who make up our Board of Directors and ensure that alumni voices are represented throughout the university. Together with the Alumni Relations Department, the CUAA is committed to building and serving the community of present and future CapU alumni. The CUAA envisions a future where our investment in students and alumni success inspires our members, strengthens the CapU experience, and fosters excellence in all communities.

### **Board Structure and Composition**

The CUAA exists under the *University Act*. Significant responsibilities of the CUAA include nominating Chancellor candidates, nominating an alumni member to Senate, nominating two positions to the Board of Governors and holding an Annual General Meeting. To encourage graduates to stay connected, the CUAA appoints members to participate in convocation ceremonies. While the mandate of the CUAA is enshrined in the constitution, the members of the Board of Directors, who are legally responsible for the alumni association, conduct the business of the organization. The number of Alumni Association Board of Directors shall be no more than fifteen. There shall be ten elected members and there shall be five ex officio members. The ex officio members shall be: *the President of Capilano University; The Chair of Capilano Students' Union; the President of the Capilano University Foundation Board; a member of the Capilano University Senate; or their designates*. These Directors shall have full voting rights at meetings of the Board. The Director, Philanthropy and Alumni Relations shall also be an ex officio member of the board but shall not have voting privileges.

**TITLE:** Board Chair

**LENGTH OF TERM:** 3-year term

**DESCRIPTION:**

With a focus on strategic oversight and governance, the Board Chair leads the Board of Directors in championing the mission, mandate, and vision of the CUAA. They are committed to providing direction and guidance to ensure the CUAA's continued growth and success while fostering a strong relationship between the alumni community and the University.

**BOARD MEMBER RESPONSIBILITIES:**

- Provide effective leadership to the Board of Directors, ensuring the Board operates in accordance with its bylaws, while fostering a collaborative and inclusive environment that supports the mission and goals of the CUAA
- Facilitate the development and implementation of an annual strategic plan that aligns with the CUAA's mission, vision, and values, and guides its activities and initiatives
- Cultivate strong relationships with key stakeholders, including alumni, university staff, donors, community partners, and other relevant organizations, to enhance the CUAA's visibility, impact, and support
- Serve as a passionate advocate and ambassador for the CUAA and its initiatives, promoting the value of alumni engagement and fostering a sense of pride and connection among alumni.
- Chair Board meetings (*x6 per year including the Annual General Meeting and Board of Directors annual planning meeting*), ensuring they are effectively organized, and facilitate productive discussions and decision-making.
- Oversee the establishment and functioning of Board committees, promoting their effectiveness and ensuring their alignment with the CUAA's strategic priorities.
- Work collaboratively with the Board to identify and develop future leaders for succession planning and continuity of the CUAA's goals and objectives.
- Attend external events, conferences, and programming and provide speaking remarks as require

**TIME COMMITMENT:**

- The term length for a Board Director is 3 years.
- Chair a minimum of three (3) board meetings (appointing Vice Chair to lead in your absence if required)
- Working alongside the Alumni Relations Department, set the agenda for board meetings, ensuring that important matters are addressed and that board members have the necessary information and materials in advance.
- Attend and provide speaking remarks (when required) at key CUAA and University events (*including the CUAA Annual General Meeting, Convocation, Alumni Awards of Excellence, We Believe Breakfast*).
- Lead the process for recommending members to sit on its board of directors and committees, as well as recommending alumni representatives to serve as members of the Senate and Board of Governors and lead the process for Chancellor selection.

**QUALIFICATIONS:**

- Must be an alumni of Capilano University
- Genuine passion for the mission of the CUAA and a strong commitment to advancing its goals
- A strategic mindset and the ability to think critically and long-term
- Excellent communication skills, both verbal and written
- Proven leadership skills with the ability to inspire and motivate others and make informed decisions
- Comfortable with public speaking and acting a spokesperson on behalf of the CUAA and University

**APPLICATION PROCESS:**

As the Board Chair, you will play a pivotal role in shaping the future direction of the CUAA and ensuring its continued growth and long-term success. Your visionary leadership and strategic guidance will be instrumental in fostering a strong and cohesive board that works collaboratively to achieve the Alumni Association's mission and goals.

To apply, please complete the [online form](#) by **August 31, 2023** to express your interest.

Interviews will be held during the week of September 4, 2023. Successful candidates will need to be available to attend the CUAA Annual General Meeting on September 21, 2023 from 7–9:30 p.m. PST

Please reach out to [alumni@capilanou.ca](mailto:alumni@capilanou.ca) if you have any questions on the role or selection process.