

**CALL FOR NOMINATIONS INFORMATION PACKAGE**  
CAPILANO UNIVERSITY ALUMNI ASSOCIATION – BOARD OF DIRECTORS

Please read this package in its entirety. It contains important information that candidates are required to know.

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## OVERVIEW

Capilano University alumni contribute to the campus community and student success through the Capilano University Alumni Association (CUAA). One of the responsibilities of the CUAA is to ensure that alumni voices are represented throughout the university. For that reason, the CUAA is responsible 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.

This package will provide information to candidates looking to serve as a member of the CUAA Board of Directors. Within it you will learn more about the CUAA, the responsibilities associated with the role of a board member, and the associated governing documents.

The timelines and next steps associated with this particular call for nominations are outlined at the end of this document, please be sure to review them.

## ABOUT THE CUAA

### WHAT IS THE CUAA?

The CUAA, together with the Development and Alumni Relations Office (DAR), is committed to building and serving the community of present and future alumni. The CUAA works collaboratively with DAR to develop a strategy that brings current and former members of the Capilano University community together and towards an exciting future that creates connection, and inspires achievement and lifelong learning.

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. CUAA will achieve this vision by supporting and developing our members, fostering student success, and celebrating achievements.

### CUAA CONSTITUTION:

The objectives and purposes of the Alumni Association shall be to organize the alumni of Capilano University, to develop and encourage the interest thereof in Capilano University, and generally to do all lawful things for the welfare, benefit, and betterment of the University and its students, former students, graduates, faculty and staff. In carrying out such objectives and purposes, the Alumni Association shall seek to create, foster, develop and encourage community interest and participation in the University and in higher education.

## CORE VALUES

**Integrity**

**Alumni Pride**

**Lifelong Relationships**

**Support and Engagement**

**High quality student experience**

**Community Stewardship and Service**

## BOARD STRUCTURE AND COMPOSITION

The Capilano University Alumni Association (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 and host a post-convocation reception.

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 all have full voting rights at meetings of the Board.

The Director, Development & Alumni Relations shall also be an ex officio member of the board but shall not have voting privileges.

The Alumni Association Board shall elect annually from its elected members a Chairperson and a Vice-Chair.

## MEMBERS OF THE CUAA BOARD OF DIRECTORS

### DUTIES AND RESPONSIBILITIES

- Work towards implementing the strategic plan
- Attend and participate fully at board meetings as a voting member
- Come prepared to meetings by reading all agenda items and attached documents ahead of time
- Perform such other duties as may be assigned by the board of directors, such as committee and events participation
- Perform other duties set out in the bylaws, including the general charge of business of the Alumni Association

### WHICH SKILLS WILL MAKE YOU SUCCESSFUL?

- Attention to detail
- Experience in finance
- Have a positive attitude
- Ability to work well in groups
- Professional networking skills
- Industry/business experience
- Governance/leadership/coaching skills
- Ability to think critically with strong analytical skills

### WHAT WILL YOU GAIN FROM WORKING WITH THE CUAA?

- Experience serving on a governance body
- Expanded professional connections and networks
- The ability to make decisions affecting thousands of current alumni and students
- The opportunity to give back to the Capilano University community and mentor future alumni

## NOMINATION PROCESS

If you are an alumnus/a of Capilano University and are interested in being considered as a member of the board, please email your CV and an Expression of Interest letter to [alumni@capilano.ca](mailto:alumni@capilano.ca). You can also upload your documents as PDF directly on our website.

## TIMELINE

Please refer to the alumni website for application deadline. Expression of interest and CVs must be completed on the alumni website's fillable form by the closing date. If you have any questions, please email [alumni@capilano.ca](mailto:alumni@capilano.ca).

### DECISIONS:

**CUAA Board of Directors:** The CUAA board will review all submissions and contact the successful candidate(s) upon completion. All submissions will be notified by email when a final decision has been made.

### ORIENTATION:

Successful candidates are required to attend an orientation meeting with the CUAA board chair and/or the Director of Alumni & Development prior to the first scheduled meeting respective to their new role.

## GOVERNING DOCUMENTS

All candidates **must** read the following CUAA governing documents (found on our website and linked below) in order to fully understand the roles and responsibilities related to their position:

- University Act
- CUAA Bylaws

Please direct any inquires to [alumni@capilano.ca](mailto:alumni@capilano.ca).

Thank you for giving back to the Capilano University community!