

CALL FOR NOMINATIONS INFORMATION PACKAGE  
CAPILANO UNIVERSITY ALUMNI ASSOCIATION – FINANCE COMMITTEE

**July 2017**



**ALUMNI**

Please read this package in its entirety. It contains important information that candidates are required to know. Candidates must submit their candidate information packages to [alumni@capilanou.ca](mailto:alumni@capilanou.ca) by July 20, 2017.

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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 Finance committee. 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 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 this 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 COMPOSTION

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 FINANCE COMMITTEE DUTIES AND RESPONSIBILITES

- Meet two weeks prior to every Board meeting
- Budget and Financial Statements
  - Review annual budget prepared by the Advancement division and present findings/recommendations to the Board of Directors
  - Review quarterly financial statements prepared by the Advancement division and present findings/recommendations to the Board of Directors
  - Present Financial Statements at Annual General Meeting for approval of the Membership
- Revenue Generation
  - Programming and Services – Evaluate revenue streams identified within proposed third party contracts and present findings/make recommendations to the Board of Directors
  - Fundraising – Identifies and recommends strategies for board support of approved campaigns in support of Capilano University projects and initiatives in consultation with Advancement and the Foundation
- Financial Management Policies
  - Responsible for reviewing and developing financial management policies and procedures for board approval

## WHICH SKILLS WILL MAKE YOU SUCCESSFUL?

- Attention to detail
- Experience in finance
- Have a positive attitude
- Able to work well in groups
- Professional networking skills

- Industry/business experience
- Governance/leadership/coaching skills
- Able to think critically and has 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 PACKAGE

If you are an alumnus/a of Capilano University and are interested in being considered as a member of this committee, please email your CV and an Expression of Interest letter to [alumni@capilano.ca](mailto:alumni@capilano.ca).

## TIMELINE

### NOMINATIONS OPEN – July 6

### NOMINATIONS CLOSE – July 20

Nomination packages and CVs must be completed and sent to [alumni@capilano.ca](mailto:alumni@capilano.ca)

### DECISIONS:

**CUAA Board of Directors:** The CUAA board will review all nomination packages and contact the successful candidate(s) by *July 27, 2017*.

### 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 in order to fully understand the roles and responsibilities related to their position:

- University Act
- CUAA Bylaws – (on website)
- CUAA Strategic Plan – (on website)
- Capilano University Strategic Plan – (on website)

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

Thank you for giving back to the Capilano University community.