Alumni Association Council
Application Information Package 2024

Thank you for your interest in seeking a position on the Ontario Tech University Alumni Association Council (AAC).

GENERAL INFORMATION

The purpose of the Council is to represent the alumni community and support the university.

The Council:
- Represents the alumni community and the interest of its members.
- Establishes and reviews long-term plans and strategies.
- Oversees and supports Council programs in conjunction with the Alumni Office.
- Communicates regularly with the alumni community and the university.
- Creates opportunities for alumni success.
- Approves the Council's annual budget.

Please read through our Terms of Reference carefully prior to submitting your application package and direct any questions to the Nominations Officer via alumni@ontariotechu.ca.

Positions and Terms of Office
There are up to 10 volunteer Council member positions, which have staggered terms in order to maximize continuity from term to term. Each year, a portion of Council members' office terms will expire and at the Annual Meeting of General Members (AGM), a new slate of Council members will be ratified.

There are currently **five (5) positions** of two-year terms open for election during the 2024 AGM.

Important Dates
Monday, April 1, 2024: Application period opens.
Monday, May 6, 2024: Applications are due by 11:59 p.m. EDT.
Monday, May 13 to Friday, May 24, 2024: Candidate interviews.
Monday, June 3 to Friday, June 7, 2024: All candidates notified of their status.
June 2024: Slate of Candidates presented and introduced at the AGM on June 22, 2024 at Alumni Day.

NOMINATIONS OFFICER AND NOMINATIONS COMMITTEE

The Nominations Officer for the election will be determined on an annual basis prior to the start of the election cycle. The Nominations Officer is responsible for upholding the integrity of the nominations process, as well as the spirit and principles of this document.

The Nominations Officer:
- Is an alumni of Ontario Tech University.
- Reviews the application packages to confirm the candidacy of applicants.
- Attends candidate interviews, if available.
- Implements the rules and processes outlined in the application package.
- Announces the successful candidates at the AGM.
- Responds to questions, concerns or complaints from candidates or general members of the Alumni Association.
- May not run as a candidate or endorse any candidate during the election process.

The Nominations Committee of the Council:
- Reviews and proposes edits of the application form, elections policies and information package to the Council.
- Appoints the Nominations Officer prior to the start of the election cycle of each year, external to the Council's membership, to oversee the applications and elections process leading up to and including the AGM.
- Actively promotes the applications and elections process through maximizing geographic location, faculty, class year and overall diversity when seeking candidates.
- Conducts interviews of candidates in order to gauge suitability, in consultation with the Governance Committee, for the approved Slate of Candidates.
- In consultation with the Governance Committee, recommends the Slate of Candidates to the Council for presentation and approval at the AGM.
- Recommends candidates for appointment to the Council for vacancies that occur between AGMs, due to reasons outlined in the Terms of Reference.

ELECTION RULES

- It is the candidate's responsibility to adhere to Ontario Tech bylaws and policies, as well as all applicable municipal, provincial and federal laws.
- Candidates shall not use any university corporate email services to send mass internal or external emails, or any other university resources for their personal gain, including, but not limited to: the use of office supplies, equipment or technology.
- Any complaints regarding candidates should be forwarded to the Nominations Officer via alumni@ontariotechu.ca.
- Only written and email communications will be accepted by the Nominations Officer.
- Any expenses incurred during the course of the election are the responsibility of the candidate.

APPLICATION PROCESS

- The application period is outlined in the Important Dates section of this package. During this period, candidates are requested to fill out an online application form, including all relevant information.
- The online application form is to be completed on or before the application closing date. As part of the application process, candidates are required to submit an updated resume, outlining any experience they have had that they feel would be relevant to a role within the

Council. Incomplete applications or applications submitted after the deadline will not be accepted and any such candidate will not be eligible to join the Council for the current period.

Eligibility: Candidates must be full general members of the Alumni Association meaning they have earned a degree approved by the university's Academic Council. This excludes those who hold an honorary degree.

- As per Terms of Reference subsection 5.4, "Council members may not serve for more than four consecutive years, unless permission is granted via resolution passed at [an] Annual General Meeting."
- Council members must confirm that they have the ability to manage their time to serve the Council and its associated activities for the duration of their term. Otherwise, they may face ineligibility, as per Terms of Reference subsection 6.8.
- Council members serving their fourth year who wish to, or are still considering running for a successive term beyond the four-year limit, may request the Council put forth a resolution at the AGM allowing their term to extend beyond the four-year limit.
- Resolution of the extension shall follow the same voting regulations as the AAC candidate process.

Acclamation: When the application period has closed and if the number of candidates is equal to the number of positions available, the qualified candidate(s) shall be acclaimed. If there are less candidates than the number of AAC positions available, the qualified candidate(s) shall be acclaimed and the Governance Committee shall seek additional candidates to fill the remaining positions.

Withdrawal of application: A candidate in the election cycle may withdraw their application by submitting a notice in writing of their withdrawal addressed to the Nominations Officer via alumni@ontariotechu.ca.

Candidate interviews: Those candidates whose applications have been approved via email from alumni@ontariotechu.ca will be contacted by a member of the Alumni Relations Office to schedule a candidate interview. This interview will serve to obtain more information about a given candidate and the skills and experience that they could bring to the Council.

- **Standard of fairness:** All parties shall conduct themselves and their activities in a manner that the Nominations Officer deems to be reasonable and fair. Candidates must represent themselves accurately in any publicity related to their accomplishments, positions or any other data intended to influence voters.
- **Infractions:** All alleged infractions will be investigated by the Nominations Officer and handled on a case-by-case basis. In most cases, the first occasion of an offense will result in a warning; the second occasion will result in disqualification (if substantiated), depending on the severity of the infraction. Infractions may include (but are not limited to):
    - Any form of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the alumni community of their candidacy.
    - Seeking support and/or endorsement from university staff.
    - Use of the university's logo.

  o Violation of the principles outlined in the Election Rules section.

Candidate selection: Members of the Nominations Committee will use the information compiled during candidate interviews to complete a candidate skills matrix in order to determine which candidates best fill gaps within the Council. The recommended candidates will then be presented as a Slate to the Council for recommendation to be brought forward to the AGM as a full slate of new and returning members.

Candidate slate approval: Once the Council has approved the Slate of Candidates, all candidates will be informed of their status.

Publication of candidates' names: Once the Council has reviewed the proposed Slate of Candidates, the names, biographies and pictures of the candidates will be announced and posted on the Alumni Association Council website at least one week before the AGM.

Selection:
As candidates will be presented as a slate. The general members will vote to approve or disapprove the Slate of Candidates recommended by the Council during the AGM.

Questions:
For any questions, please contact the Alumni Relations Office at:
alumni@ontariotechu.ca

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