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**FIFSW ALUMNI ASSOCIATION**

**Executive Positions Available**

FIFSW Alumni Association Nominations for Board of Directors. If you are a graduate of the Factor-Inwentash Faculty of Social Work, you are a member of the Alumni Association and are eligible to be a member of the Board. We are currently seeking to fill three vacant positions.

**Treasurer**

The Treasurer shall:

* Be the chief fiscal officer of the Association and is directly responsible to the Board acting on behalf of the membership;
* Account for all funds received by the Association and oversee all finance related functions;
* Present regular statements of revenue and expenditures, as provided by the Faculty, to the Board of Directors for information;
* Adhere to established framework for authorized expenditures;
* In collaboration with the Board of Directors submit a detailed budget with anticipated expenditures for the next fiscal year;
* At the Annual General Meeting of Members, present a written statement of revenues and expenditures for the previous fiscal year.

**PhD Studies Committee Rep**

The PHD Committee Rep shall:

* Attend approximately four PhD Studies Committee meetings in the year at the Faculty to represent the Alumni Association
* This position will provide information to and from PhD Studies Committee and the Alumni Association
* The PhD Rep will be an active member of the Alumni Association Board to report updates.

**Outreach Co-ordinator**

* This position will develop communication strategies to enhance the profile of FIFSWAA
* The Outreach Co-ordinator will develop an outreach plan and a communication strategy in collaboration with the Board.
* Ensuring that messaging to the Board and the broader FIFSW alumni community is strategic and relevant.
* All communication will be approved by the president of the FIFSWAA.
* Some communication will be co-ordinated with the FIFSW Communication person.



All Positions are for 2 years with an option to stand for a second two-year term.

Even if you are not an elected member of the Board, you may:

1. Attend regular board meetings   
2. Chair a Standing or Ad Hoc Committee of the Board  
3. Be a member of a Committee

4. Be appointed as a Board member at large

Nominations are due no later than Friday, July 10, 2020.

Please be prepared to attend the Virtual Annual General Meeting, when elections will take place, on Wednesday, July 15, 2020 at 6:00 PM EDT at the FIFSW by Zoom.

Please complete the attached form and send to alumni.fifsw@utoronto.ca.

If you would like to nominate someone for the Board, please provide the above information along with your own contact information. Make sure before sending someone’s name and information that you have discussed the nomination with them.

If you have any questions or wish to discuss a position please contact the Alumni Association at alumni.fifsw@utoronto.ca or call Nominations Chair Judy Newman at 416-452-3510.

We look forward to hearing from you.

Judy Newman MSW, RSW FIFSW ‘75



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| **2020-2021 FIFSW ALUMNI ASSOCIATION BOARD POSITION**  **NOMINATION FORM** | |
| NAME (AS YOU WOULD LIKE IT TO APPEAR) | |
| YEAR OF GRADUATION | POSITION OF NOMINATION |
| E-MAIL | |
| DAY TIME PHONE NUMBER | EVENING PHONE NUMBER |
| BRIEF PERSONAL STATEMENT  (OR ATTACH A BRIEF BIO) | |
| TELL US WHY YOU WANT TO RUN FOR THE SPECIFIC POSITION ON THE BOARD | |