



# TERMS OF REFERENCE

All Executive Officer positions are for 2 years with an option to stand for a second two-year term. Elected members of the Executive Committee on the FIFSWAA Board of Directors:

- Contribute approximately 4-5 hours/month
- Participate in Faculty events and activities
- Share your ideas towards to enhancement of the association

Individuals not elected to Executive Officer positions are still invited to actively participate by:

- Attending regular board meetings
- Chairing a Standing or Ad Hoc Committee of the Board
- Being a member of a Committee
- Being elected or appointed as a Member-At-Large

## 2<sup>ND</sup> VICE PRESIDENT

The Second Vice President shall support the First Vice President to fulfill their duties. In addition the Second Vice President shall:

- Assist with the preparation of the Agenda.
- Support the preparation of events.
- Support the Outreach Coordinator in engaging new and prospective Alumni.
- Attend regular board meetings.
- Chair a Standing or Ad Hoc Committee of the Board.
- They shall normally be nominated to succeed the First Vice President upon the expiry of their term.

## TREASURER

The Treasurer shall be the chief fiscal officer of the Association and be directly responsible to the Board acting on behalf of the membership. With the direct support of the Alumni Engagement & Advancement Officer, the Treasurer shall relay information tracked by the Faculty's administrative finance unit including:

- 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.
- Pay/ensure arrangement of payment for all authorized expenses incurred by the Association.
- No later than the last meeting before the end of each fiscal year, submit to the Board for approval a budget for submission to the Faculty, detailing 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, from information provided by the Faculty.

## COMMUNICATIONS/OUTREACH COORDINATOR

This position will develop communication strategies to enhance the profile of FIFSWAA

- The Outreach Coordinator 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 coordinated with the FIFSW Office of Advancement and/or FIFSW's Senior Communications Strategist.