

To: ULAA Council

FROM: Alumni Council Recruitment Sub-Committee

RE: ULAA Council Director Recruitment Policy

Be it moved that the ULAA Council approve the attached Council Director Recruitment Policy effective immediately.

Rationale:

The ULAA does not have an existing ratified policy.

ULAA Council Director Recruitment Policy

Purpose: Process for the recruitment of a ULAA Council Director. This policy also covers the recruitment of the Secretary Officer and Treasurer Officer positions on the Association Executive Council.

Effective Date: May 1, 2017

Review: This policy must be reviewed within three (3) months after each use.

Definitions:

1. "Association Council" is the University of Lethbridge Alumni Association Council
2. "Executive Council" Consists of the President, Vice-President, Past-President, Treasurer and Secretary
3. "Director" is a member of the University of Lethbridge Alumni Association Council who is not a member of the Executive Council
4. "Officer" is a member of the University of Lethbridge Alumni Association Executive Council

Term Policies:

1. A term on the Association Council is two (2) years in length.
2. A Director may hold consecutive terms.
3. An Officer may not hold the same position for more than two (2) consecutive terms.

Process:

1. As vacancies arise on the Association Council an advertisement is to be posted on the University of Lethbridge website and University of Lethbridge publications that are available at the time, and an email is to be sent to the

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- alumni mailing list outlining the application package each applicant is required to submit.
2. Applicants must complete an application package that includes the candidates CV and a letter outlining their experience and suitability for the position to serve as an Association Council Director, Secretary Officer or Treasurer Officer.
 3. The application process will close no earlier than two (2) weeks after the position has been posted. Late applications will not be accepted.
 4. The Manager, Alumni Relations will receive all application packages and send them to the Selection Committee.
 5. The Selection Committee will consist of:
 - a) The Executive Committee
 - b) Manager, Alumni Relations
 - c) One (1) other Association Council Member to be voted on by the Council and may not be in consideration for a vacant Officer position
 6. The Past President will act as the chair of the Selection Committee
 7. The Past President shall verify the status and eligibility of the applicants
 8. The Executive Committee will nominate suitable candidates and put their names forth at the Annual General meeting
 9. Election shall be by the alumni membership assembled at the Annual General Meeting. The nominee(s) with the most votes shall be confirmed to the position. If multiple Director positions are open then nominees will be confirmed by those receiving the most votes
 10. The Directors, Treasurer and Secretary will take office at the conclusion of the Annual General Meeting at which they are elected



Council Member Recruitment

Applicants must submit their CV (Curriculum Vitae), and letter outlining your experience and suitability for the position to serve on the ULAA Council. Your letter should also include your degree and contact information.

Please submit your application package by mail to:

Manager, Alumni Relations
Alumni Relations Office
4401 University Drive
Lethbridge, AB T1K 3M4

OR by email to: alumni@uleth.ca

APPLICATION DEADLINE IS May 17, 2017