



Alumni Relations Committee Terms of Reference

1. Authority

The Alumni Relations Committee operates under the authority granted in Article Four of the University Bylaws and is accountable to the Board of Governors.

2. Mandate / Purpose

This committee adheres to the Bylaws of St. Mary’s University. The Alumni Relations Committee shall oversee the general alumni engagement activities of the university and report to the Board of Governors with respect thereto. In particular, the Committee shall:

- 2.1. Review and recommend detailed alumni relations engagement goals and plans to the Board to advance the university and its strategic priorities.
- 2.2. Review the alumni engagement key performance indicator versus alumni engagement goals annually and report to the Board.
- 2.3. Provide leadership and participate in and support alumni engagement within St. Mary’s alumni community and among the university’s constituents, including students, donors, and government supporters.
- 2.4. Review and recommend to the Board alumni relations projects that are integrated into broader university operations, including student enrolment, government relations, development, and communications. Participate in the identification and recruitment of alumni ambassadors to advance the university’s strategic plan.
- 2.5. Participate in the setting of alumni policy, and as appropriate recommend policy to the Board.

3. Chairperson and Membership

The Committee shall consist of the Chair who is also the Alumni representative on the Board of Governors, at least one and up to three other Governors, the President and/or designate(s), and three external alumni individuals at the discretion of the Chair. All members shall be confirmed by the Board of Governors.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	Governance & Nominating Committee	April 16, 2026		Annual

4. Limits on Authority

The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Board in these Terms of Reference or by a resolution of the Board.

5. Reliance on Management and Experts

The Committee may enlist the assistance of any member of the University and any professional that it deems useful in its work. Prior to engaging any professional services, the Committee must obtain Board approval.

6. Limitations on Committee's Duties

In contributing to the Committee's work, each member of the Committee shall be obligated only to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. No Committee member is subject to a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Governors are subject.

7. Meetings

The Committee shall meet at least quarterly. A record of documentation shall be kept by the Governance Officer. A quorum shall consist of a majority of members.

8. Decision-Making Process

The Committees will vote on motions with a simple majority required. The Chair shall only vote in the event of a tie. All members of this committee shall be voting members, yet the Office of the President shall have only one vote when the President and Vice President of External Relations are present. All Committee motions serve as recommendations to the Board of Governors.

9. Reporting to the Board

The chair will provide a written and/or verbal report for each Board Meeting and as required.

10. Annual Work Plan

The Committee shall develop and approve an annual work plan to be provided to the Board for information.

11. Review of Terms of Reference

The Committee shall review its Terms of Reference annually and recommend any necessary revisions to the Board of Governors for approval.