

# Member's Position Description

**This is a volunteer position at the St. George Campus of the University of Toronto.**

## Description

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The College of Electors Member serves as one of 48 alumni representing 26 constituent alumni associations of the University of Toronto Alumni Association (UTAA). The Vice-President, University Governance, of the UTAA serves as the Chair of the College.

In contributing to the College's work, the Member participates in the election of the Chancellor of the University of Toronto and the eight (8) alumni members of the Governing Council (alumni governors), which is the senior governing body that oversees the academic, business and student affairs of the University. The Member respects and supports the work of his/her peers on the College and the University as a whole.

In order to fulfill this responsibility, the Member is asked to learn about the work of the Governing Council, to assist in developing and implementing the College's advertising and recruitment strategies, to review the applications received for alumni governors, to participate in the selection of candidates who will be interviewed, to participate in the development of questions used for the interview of candidates, and to elect the alumni governors and the Chancellor. Of particular importance is the role that the Member serves as liaison to his/her constituent alumni association. The Member updates his/her alumni association throughout the year on the work of the College and works with the association in identifying and recruiting potential candidates who possess the attributes and particular skill sets the Governing Council is seeking for a given year.

It is expected that the Member will attend at least one Governing Council meeting and one meeting of a Board or Committee of the Governing Council each year.

## Qualifications (Minimum)

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### Education

The Member must have received a degree, post-secondary diploma, or certificate from the University of Toronto, or have completed one year of full-time studies, or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma, or certificate and is no longer registered at the University of Toronto.

## Experience

- Broad knowledge of University affairs.
- Knowledgeable about governance generally or, ideally, within a university setting.
- Possess an understanding of the University, support its mission, and appreciate the current context in which the University operates.

## Skills

Should have an understanding of and experience with recruitment and selection processes.

## Other

- Excellent interpersonal skills, judgment and tact.
- Demonstrated ability to maintain confidentiality.
- Ability to work as part of a team composed of individuals with diverse backgrounds.

## Term of Office

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Normally, the Member is invited to serve an initial one-year term, beginning July 1st, with the possibility of an extension to a maximum of four consecutive years. The Member is expected to attend approximately five meetings per year on the St. George Campus between September and June.

## Application

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Interested alumni should contact their constituent alumni association or Alumni Development Officer to discuss nomination for the position. Questions may be directed to Mr. Patrick McNeill, Secretary of the College of Electors, by email ([patrick.mcneill@utoronto.ca](mailto:patrick.mcneill@utoronto.ca)) or by phone (416-978-8428).

Additional information is available from the [COE website](#).