

Cape Breton University Alumni Advisory Council

Terms of Reference

Approved October 30, 2025

1. Purpose

The Cape Breton University (CBU) Alumni Advisory Council (the "Council") is a volunteer-driven body that provides strategic advice and recommendations to support the engagement, advocacy, and recognition of CBU Alumni. The Council will work closely with CBU to enhance Alumni relations, foster connections, and support institutional goals.

2. Membership & Qualifications

2.1 Composition

The Council will consist of **6-10 members**, including:

- A President and Vice-President (selected by Council members).
- A representative from the CBU Alumni and Development Office (non-voting) selected by Vice-President, Development of CBU.
- A representative of the CBU Students' Union (non-voting), selected by the Students' Union.

2.2 Qualifications

Council members must be CBU Alumni, defined as:

Any individual who has earned a degree, certificate, or diploma from Cape Breton University or its predecessor institutions, Honorary Degree recipients, and graduates of the Cape Breton Medical Campus.

Any person who has attended Cape Breton University or its predecessor institutions, for at least one (1) year or equivalent, and has left Cape Breton University, or its predecessor institutions, in good standing, upon application and approval of the Council.

The following should be considered key qualifications for Council members:

- Interest in advancing the reputation of CBU and its Alumni
- Commitment to CBU's values and mission
- Commitment of time and openness to respectful sharing of ideas

3. Roles and Responsibilities

The CBU Board of Governors is ultimately responsible for stewardship of the relationship with CBU Alumni. The Council provides valuable support and insight to maintain and support this relationship.

3.1 The Council is responsible for:

- Advocating for Alumni interests and providing feedback on university initiatives impacting Alumni.
- Providing strategic advice on Alumni engagement, fundraising, and community initiatives.
- Acting as ambassadors of CBU at CBU Alumni events, and engaging other Alumni to volunteer and attend.
- Facilitating connection within the CBU Alumni community.
- Submitting an **annual report** to the **CBU Board of Governors and Alumni at large**, outlining Alumni-related activities, in cooperation with the CBU Alumni and Development Office.
- Advising on potential partnerships, sponsorships, and affinity programs to support Alumni engagement.

The Council does not vote on administrative matters, management decisions, personnel issues, or budgets.

Members of the Council have no fiduciary responsibility to Cape Breton University or any other Council member. All decisions regarding alumni relations and engagement remain CBU's responsibility.

On an ongoing basis, CBU will endeavour to provide Council members with such information and documentation as needed, in CBU's determination, to enable Council members to provide meaningful advice and recommendations to CBU.

3.2 The Council President is responsible for:

- Chairing meetings of the Council
- Setting the agenda for Council meetings, in conjunction with the CBU Alumni and Development Office
- Presenting the annual report of the Council to the CBU Board of Governors
- Representing the Council at Alumni events organized by CBU

3.3 The Council Vice-President is responsible for:

- Performing the duties of the President in the President's absence
- Presenting the annual report of the Council to the CBU Board of Governors, with the President
- Representing the Council at Alumni events organized by CBU

4. Selection & Terms

4.1 Selection Process

Council Members

- Members will be selected through an open nomination process from CBU Alumni, with final approval by the CBU Board of Governors, on the joint recommendation of the CBU Alumni & Development Office and the Council.
- If a joint recommendation cannot be made, the CBU Alumni & Development Office and the Council shall make separate recommendations.
- Membership should reflect a balance of geographic locations, industries, and experiences to ensure broad representation. Membership should reflect diverse backgrounds, faculties and graduation years.
- Council composition will be reviewed annually to ensure that the Council reflects the diversity commitment of CBU. The Council should represent the most robust possible cross-section of leadership, expertise, and perspectives available to CBU, including members who are graduates of diverse faculties and programs.

President & Vice-President

- The President and Vice-President will be selected by majority vote of the Council at its first meeting after the Board of Governors' annual meeting.

4.2 Terms

- Council members will serve **two-year terms**, renewable once (for a maximum of four years).
- The President and Vice-President will each serve one-year terms in office.
- If a member resigns or vacates their position, a new member may be appointed by CBU for the remainder of the departing member's term.
- Members will hold their positions until replaced by approval of the CBU Board of Governors.

5. Meetings and Decision-Making

- The Council will meet **at least three times per year** (virtually or in person).
- Quorum will be **50% of voting members + 1**.
- Decisions will be made by **majority vote**; in the event of a tie, the chair of the meeting will cast the deciding vote.
- Meetings may be scheduled to coincide, where appropriate, with special events - e.g., convocation, orientation, Alumni Awards, etc.

6. Conflicts of Interest

- Each Council member has a duty to conduct any efforts undertaken on behalf of the Council within the scope of the responsibilities and obligations of the Council as provided in these Terms of Reference. Members will avoid conflicts of interest.
- A “conflict of interest” exists when a member or their immediate family has a personal or private relationship or interest that could reasonably be expected to diminish the member’s independence of judgment in performing official duties as an advisor to CBU.
- Examples include a member’s financial interest in an entity that is transacting business with CBU; or a member’s solicitation or acceptance of a gift, favour, service, or other benefits that might reasonably tend to influence the member in performing their advisory duties, or that a member knows or should know is being offered with that intent.
- A member who becomes aware of a conflict of interest must provide timely written notice to the Council President and Vice-President, Development, who will take appropriate steps to address any conflicts of interest of which they are made aware.
- Any actual or perceived conflicts of interest, once identified, will be dealt with pursuant to any applicable CBU policies and procedures.

7. Expenses

- Council members will be reimbursed for reasonable out-of-pocket expenses to attend meetings, in accordance with the CBU Financial Policies and Procedures governing travel.

8. CBU Board of Governors Membership Recommendation

- The Council will recommend CBU Alumni as candidates for one position on the Cape Breton University Board of Governors, for consideration and vetting by the CBU Board and subject to the Board’s final approval.
- The Council will submit the names of at least two Alumni for consideration for this position.
- The Council’s ability to recommend Alumni for a position on the Board of Governors will be subject to any regulations implemented by the Province of Nova Scotia pursuant to the *University Board Governance Act*.

9. Reporting and Accountability

- The Council reports to the **CBU Vice-President, Development**, which serves as the primary liaison between the Council and the CBU Board of Governors.
- The Council submits an **annual report** to the **CBU Board of Governors** summarizing activities, recommendations, and impact. This report will also be shared with CBU Alumni.
- Meeting minutes and key decisions will be recorded and shared with members to ensure transparency.

10. Confidentiality

- Council members agree that information, data and the specific content of all proceedings are confidential and that unauthorized disclosure may cause alumni initiatives to be misinterpreted and/or made prematurely available to the Council and the public.
- Council Members must protect personal information to which they may have access in accordance with the *Freedom of Information and Protection of Privacy Act* (SNS 1993, c.5) and its regulations. Council members will be asked to sign a privacy and confidentiality agreement to affirm their commitment to these obligations.

11. Review and Amendment

- These Terms of Reference will be reviewed annually by the Council to ensure continued relevance.
- Amendments require **recommendation of a two-thirds majority** of voting Council members and final approval by the CBU Board of Governors.

12. Transition from the Cape Breton University Alumni Association

The transition from the CBUAA to the Alumni Advisory Council aims to create a more engaged and responsive Alumni network. This restructuring will:

- Improve connection between CBU and its Alumni.
- Streamline operations and reduce administrative burdens.
- Ensure that Alumni efforts align with CBU's strategic goals.

Initial Council members will be appointed for either one- or two-year terms to ensure continuity and sustainability of the Council.

Approved by: Cape Breton University Board of Governors

Date: October 30, 2025