

THE  
**Alumni Association**  
of THE UNIVERSITY OF WINNIPEG

### **Events Committee Job Description**

**Structure of Committee:** Chair, Vice-Chair, members

**Mandate of Committee & Term of Activities:** The Chair and the Vice-Chair are members of the University of Winnipeg Alumni Council. Other committee members are University of Winnipeg Alumni, and are expected to include one or more Alumni Council Members at Large. The Committee works on an annual basis.

The Chair and Vice-Chair work with other committee members to create and coordinate various events for the students and alumni of the University of Winnipeg. Events are planned to connect with the community in a variety of ways, to reach out to existing Alumni of the University, and to support future Alumni (existing students).

The Events Committee works with the Communications and Outreach Committee and with the Volunteers and Recruitment Committee in planning, publicizing, staffing and staging these events. The Committee also works on various joint initiatives with the Alumni Affairs Office and the External Relations Committee of the University's Board of Regents.

**Reporting Relationship:** The Committee reports to the Alumni Council.

**Committee Chair:**

- Chairs all committee meetings
- Sends out reminders & agendas, etc to the committee regarding meetings and events.
- Oversees all events (ensures that deadlines are met, and offers support to point persons)
- Liaises with the Alumni Office & Council
- Brings new ideas to the committee from external sources

**Committee Vice-Chair:**

- Assists Committee Chair with all duties
- Fills in when Committee Chair is unavailable

**Committee:**

- Coordinates , plans, and stages events collaboratively with other committees
- Requests support from Volunteers and Recruitment and Communications and Outreach Committees; may collaborate with the Special Projects Committee
- Maintains records of all events for future years
- Collects donations (door prizes, etc.) for events
- Provides, at the end of the year of activity, a report to the Alumni Council on the year's activities. The report is to include recommendations for the future operation of the Committee.

**University of Winnipeg Staff Partners & Relationships:** The Director of Alumni Relations or his/her designate is the Events Committee's main staff partner. This person provides information regarding past activities, about the University's practices and policies, and advice and suggestions. He/she also serves as an intermediary between the Events Committee and the other University staff.

**Expenses:** The University provides budget expenditure reports at each meeting of the Alumni Council. Events Committee events are planned on a "break-even" basis at a minimum; and may be planned to generate a profit.

**Sample Activities:** The following are events that have been staged in the past. Some of these have been staged every year, and others less frequently.

- Food for Thought: providing food and encouragement to students during December and April exam periods.
- "Profs with a Passion" Events: General Strike Tour, Gabrielle Roy House Tour, Lord of the Tree Rings event.
- Student Residence Move-In Day Event: providing support to students moving into residence accommodation
- Student Orientation Breakfast: serving food at the breakfast buffet
- Get Ready for Winter Event for international students
- Golf Tournament
- Curling Funspiel
- Duckworth Challenge – tossing out prizes, working with UWSA and External Relations Committee on "Challenge within a Challenge"
- Giving tours to Parents of First Year Students
- Winnipeg Goldeyes Group Outing for Alumni