



Trent University Alumni Association – Awards & Recognition Committee

Terms of Reference

Trent University's Guiding Statement on Alumni:

With a transformative, collaborative, and personal student experience as the foundation, Trent University considers its graduates invested and important lifelong stakeholders and members of its inclusive intellectual and social community. Through its decision-making, outreach, program and initiatives aimed to sustain and nurture relations with its alumni, Trent endeavours to involve the network of alumni worldwide in achieving the University's mission.

Overview of Committee

The Trent University Alumni Awards and Recognition Committee (A&RC) provides volunteer leadership through service, skills, networking, knowledge, and strategic business acumen. The AR&C is established to name alumni award recipients on an annual basis. Committee members are chosen based on their past engagement with alumni and campus programming, as well as previous involvement and/or interest in advancing Trent University.

Committee Mandate

1. To encourage and recruit alumni award nominations.
2. Evaluate nomination submission; bring forward names of successful nominees.
3. Support the planning and execution of alumni award celebration events.
4. Elevate the profile of Trent University Alumni by forwarding alumni nominations for external awards.

Criteria for membership to the Awards and Recognition Committee

1. Committed to the Mission and Vision of Trent University and the TUAA
2. Willingness to share their talents, expertise, and alumni relationships in support of the Alumni Awards program
3. Experience supporting campus programs/events and/or an interest in interacting with Trent University
4. Members to represent the geographic, demographic and cultural diversity of the broader Trent University community
5. Members must be available to attend meetings and some alumni award celebration events

Membership and Structure

Committee members must be members of the TUAA, with the exception of the AE&S co-chair. Co-chairs are selected by the TUAA at the annual AGM; subsequent members are selected by the Awards and Recognition committee co-chairs. Members are encouraged to participate in the committee for at least two years.

Roles and Responsibilities

1. Members are expected to attend all A&RC meetings, typically scheduled as follows:
 - a. Early spring, review evaluation process

- b. Spring, complete nomination evaluations (individually)
 - c. Early summer, review results, select successful nominees
2. Members will share the responsibility of attending Alumni Award celebration events, ensuring at least one committee member will represent the committee at each event. Members will present awards, read citations, etc. as needed.
3. Committee member roles will include
 - a. TUAA co-chair
 - b. AE&S Staff co-chair
 - c. 3-5 Additional members at large
4. AE&S Staff co-chair is responsible for posting the annual call for nominations; collecting, vetting, and processing nominations; corresponding with nominees and nominators; preparing nomination evaluation forms for committee scoring; processing scoring results; communicating with award recipients; planning award celebration events; tracking annual award recipients.
5. TUAA co-chair is responsible for communications with committee members, scheduling and chairing A&RC meetings, and reporting results of evaluations to the TUAA council.
6. Members may be required to review award criteria and selection process as updates are needed.
7. In the interest of elevating the profile of Trent University Alumni in the broader community, members are encouraged to suggest alumni nominees for external awards and recognitions (e.g. awards relating to professional, volunteer, community organizations, etc.)

Accountability and Reporting

The Awards and Recognition Committee will serve as representatives of the alumni population in evaluating the alumni award nominations and selecting award recipients annually.

Members are expected to maintain confidentiality when handling nomination and award information.

Members will complete evaluations by the scheduled deadline to maintain the award schedule.

The Committee will provide some support in planning Alumni Award celebration events as needed. Members will attend events as scheduled.

Responsibility for collecting nominations, notifying nominees and recipients of the results, final event plans, partnerships, and logistics will remain the responsibility of Trent University staff.

AE&S Staff co-chair will provide the committee with regular updates on award celebration plans.