



Trent University Alumni Association – Homecoming 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 Homecoming Committee (AHC) provides volunteer leadership through service, skills, networking, knowledge and strategic business acumen. The AHC is established to serve as advisors on homecoming planning and provide support to the campus and alumni events. Committee members are chosen based on their past engagement with homecoming and campus programming, as well as previous involvement and interest in advancing Trent University.

Committee Mandate

1. To seek the input of the broader alumni population in relation to homecoming programming.
2. Assist with the creative development, planning and execution of homecoming events.
3. Support the promotion of homecoming events to alumni and broader community.

Criteria for membership to the Homecoming 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 Homecoming programming
3. Experience supporting campus programs/events and 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 homecoming events, either in person or virtually

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 Homecoming committee co-chairs. Members are encouraged to participate in the committee for at least two years.

Roles and Responsibilities

1. Meetings will follow a standing agenda (TBC). Monthly meetings will occur starting late spring or early summer, with increased frequency by late August or September.
2. Committee members are requested to host and attend Homecoming events as assigned to ensure coverage at all events.

3. Members are responsible for supporting the promotion of Homecoming programming and events through their own channels (word-of-mouth, social media, etc.)
4. Members will be asked to provide their feedback post-event
5. Committee member roles will include
 1. TUA co-chair
 2. AE&S Staff co-chair
 3. Additional members at large (may include member of the Athletics community, interest groups, etc.)
 4. Additional event volunteers to support lead-up and day-of programming

Accountability and Reporting

The Homecoming Committee will serve in an advisory and supporting role to the staff at the University who are responsible for programming homecoming events. The committee will act as the voice of the alumni population, making recommendations and programming suggestions that would appeal to the broader alumni community. Committee members are encouraged to seek the feedback of other alumni, reporting back to the committee's AE&S Staff co-chair.

The Committee will provide some planning support as needed. This could include outreach to key departments, chapter presidents, alumni hosts, student groups. Outcomes will be reported back to the AE&S Staff co-chair.

Committee members are expected to support the promotion of Homecoming events by disseminating Homecoming marketing material and word-of-mouth campaigning. The generation of marketing materials and media relations should be directed to the AE&S Staff co-chair.

Responsibility for 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 any University decisions and plans that impact Homecoming programming, as well as any other homecoming events that have been planned by departments, clubs and groups, etc.