



**VICTORIA UNIVERSITY**  
IN THE UNIVERSITY OF TORONTO

OFFICE OF ALUMNI AFFAIRS AND  
UNIVERSITY ADVANCEMENT  
150 CHARLES STREET WEST  
TORONTO, ONTARIO M5S 1K9  
CANADA

T 416 585 4500  
F 416 585 4594  
VIC.ALUMNI@UTORONTO.CA  
WWW.VICU.UTORONTO.CA

**Alumni of Victoria College (AVC)  
Members' Terms of Reference**  
*(at September 2020)*

**Purpose of the Committee**

Victoria College alumni form a network of over 40,000 people, located in many parts of the world, with its strong contingent located in Toronto and the GTA. The Victoria College Alumni Association—the AVC (Alumni of Victoria College)—is led by a dynamic group of volunteers who help to organize exciting events, annual reunions, alumni receptions outside Toronto, on-line networking and professional development opportunities and much more.

**Term of Office**

The elected members of the Executive Council of the Victoria College Alumni Association (the Executive) shall each serve a term of three years, with an additional term renewable, for a maximum term of six consecutive years. The Executive may, in some circumstances, extend a member's term beyond the maximum in order to allow the member to serve as President, or to serve as Vice- or Past President.

**Membership**

All persons who have successfully completed at least one academic year at Victoria College and who are no longer enrolled at the College, are members of the Victoria Alumni Association. Executive members can fill the committee roles of Past President, President, Vice-President or Members-at-Large, as well as representatives from: Friends of the Library, VWA and VUSAC.

**Responsibilities**

The Executive members are ambassadors for the alumni community and act as a liaison between the AVC and Victoria College. They act in the best interest of the alumni community by offering them a connection and a way to engage with Victoria College. An example of executive member engagement would be assisting in the planning of events and programming for the alumni community.

Executive members are encouraged to attend and participate in alumni events whenever possible.

Members of the Executive annually are asked to give their thoughtful consideration to including Victoria College in their charitable plans. Leadership in this area encourages other members of the alumni body to invest in Vic.

**Meetings**

The Executive meets a minimum of four times from the first of September to the end of June the following year. Members can attend meetings in person or virtually. A simple majority of the Executive constitutes a quorum. Meetings will be chaired by the President of the AVC.

A meeting agenda, minutes from the previous meeting and required supporting documents will be circulated in advance of a meeting by the Secretary. Executive members are expected to RSVP their meeting attendance to the Secretary in a timely manner leading up to a meeting date.

**Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement of the AVC.