McGill University

Mission

The mission of McGill University is the advancement of learning and the creation and dissemination of knowledge, by offering the best possible education, by carrying out research and scholarly activities judged to be excellent by the highest international standards, and by providing service to society.

Motto

Grandescunt Aucta Labore (By work, all things increase and grow.)

Thank you for your interest in volunteering with McGill!

At the McGill Alumni Association, we strive to make your experience both rewarding and fun—be it on the McGill campus in Montreal or in one of our branches around the world.

Whatever role you assume, we ask you to carry out your tasks with the dedication and integrity befitting McGill’s longstanding reputation for excellence.

For more than 190 years, our alma mater has benefited from a worldwide network of loyal volunteers, who generously donate their time and expertise. By becoming a McGill volunteer, you are joining this esteemed tradition of service.

Should you have any questions, please feel free to contact our Alumni Communities office at communities.alumni@mcgill.ca, any time.
About the McGill Alumni Association

Mission

To enable alumni, students, faculty, staff and friends of McGill University to maintain their contact with the University and each other for their shared benefit and for the continuing vital support and advancement of McGill. The Association shall at all times operate as a charitable, benevolent and philanthropic institution and shall not operate for profit or pecuniary gain.

Vision

To be a leader in advocating the success of McGill through the ongoing engagement of its alumni, students, parents and friends.

Core values

**Education**: We value the role education plays in the lives of our students, alumni, parents, friends, and the community-at-large, and are dedicated to the promotion of lifelong learning.

**Advocacy**: We are leaders in encouraging support for McGill University.

**Relationships**: We create and develop opportunities for alumni, students, parents and friends to develop mutually beneficial relationships between each other and with the University.

**Excellence**: We support the University in its pursuit of excellence in teaching, research and public service and we commit to the highest standards in all our endeavours.

**Tradition and Innovation**: We are committed to honouring the history and traditions of McGill while promoting innovation and leadership.
Structure of the McGill Alumni Association

McGILL ALUMNI ASSOCIATION

Executive Director, MAA

Branch Associations
- Canada (10)
- USA (14)
- International (51)

Constituent Associations
- McGill Society of Montreal
- McGill Women’s Alumnae Association
- McGill Young Alumni
- Macdonald Alumni

Scarlet Key Society

McGill Interest Groups
- Athletics (28)
- Social/Cultural (23)
Roles and Responsibilities

Together, the McGill Alumni Association (MAA) and McGill’s University Advancement unit work to create a vibrant McGill community amongst its alumni, donors, students and friends around the world.

Whether you join an existing branch, become a global ambassador, or start a new branch, you play a vital role and we are dedicated to providing the support and services you need to succeed.

Alumni Volunteers

• actively participate in University/Association programs and events
• act as McGill ambassadors and advocates
• be familiar with the University’s priorities and fully support its mission, priorities, and interests
• develop initiatives to benefit the McGill community
• encourage fellow alumni to donate their time, talent or treasure, according to their capacity
• suggest potential alumni leaders for University/Association committees, boards and affinity (constituent) groups
• regularly check in with your University Advancement contact
• use University-developed tools to carry out activities (such as the Volunteer Event Management Form and Community Activity Planning Checklist)
• adhere to McGill’s policies, standards of conduct and sign the McGill University Advancement non-disclosure agreement

University Advancement

• implement engagement programming, events and services
• house and manage all pertinent data
• manage alumni communications and web resources
• act as a liaison between alumni volunteers and campus partners
• provide tools and training for volunteers (in person and online)
• monitor progress of engagement initiatives
• ensure all activities and volunteers adhere to University policies and practices
Branch Associations

Join an Existing Branch

With over 80 regional branches or global ambassadors around the world, you are bound to find a local representative to connect with. If you are looking to join an existing branch, check out our list at http://mcgill.imodules.com/s/1762/gid2/interior-connect.aspx?sid=1762&gid=2&ampid=490).

If no branch exists in your region:

Become a Global Ambassador

If there are less than 500 alumni in your region, you might want to consider becoming a Global Ambassador.

As a Global Ambassador, you are a critical resource for McGill and the main University point of contact for your fellow McGillians. As such, you will act as an advisor, field career-related questions, and, if appropriate, organize events in your region.

Responsibilities:

- support the University’s mission, priorities and interests
- act as the McGill representative in the region and agree to have their contact information posted on the McGill Alumni website
- reply to requests from alumni and prospective students, in a timely manner
- organize events, if appropriate
- adhere to McGill’s policies, standard of conduct, and sign the McGill University Advancement non-disclosure agreement

Set Up and Run a New Regional Branch

If a regional branch does not exist in your area, you can set up a new regional branch by first contacting the Alumni Communities Office.

To be formally recognized and maintain good standing in the MAA, a branch must:

- have a minimum of 500 alumni living in the region
• have a named Branch President listed on the McGill Alumni website [link to Global Network directory] as a main representative to the Association for the region
• demonstrate that it promotes the interests of the University and its alumni by maintaining a mutually beneficial relationship
• extend membership and include any alumni or friend of the University, holding all events in facilities that are accessible to all.
• remain in good financial standing with the Association and with any person or organization with which the branch does business
• ensure that all branch volunteers adhere to McGill’s policies, standards of conduct, and sign the McGill University Advancement Non-Disclosure Agreement [link to NDA]
• hold 2 meetings per year for planning purposes
• organize 2 to 3 events per year – welcome to your city event, career/networking event, and a social/cultural event [link to volunteer tools]
• complete and submit an annual report to the MAA board of directors
• put in place a succession plan
• ensure that all branch-led events are run on a cost-recovery basis [link to budget]
• support McGill-led initiatives in the region [link to events listing]

If you are interested in becoming a Global Ambassador or starting a new regional branch, contact our Alumni Communities office for more information at communities.alumni@mcgill.ca.

Job Descriptions

Once you get the ‘green light’, you will need other volunteers to help. Depending on the size of your membership, the regional branch board will have a team of officers comprised of the following:

Past President

• term of office: two years*
• acts as a senior advisor to the branch, lending his/her past experience to branch members

President

• term of office: two years*
• head of the branch and is responsible for the program conducted
• acts as the liaison with the Alumni Communities office
• schedules and leads 2 meetings a year to develop regional branch calendar of events for the current year (should occur prior to 1 August, with the plans forwarded to the Alumni Communities representative by August 30 of each year)
• supervises the coordination of the planned calendar of events
• provides the Alumni Communities representative with a list of attendees immediately upon the completion of each event
• plans for an informed and enthusiastic successor to assure the continuation of a successful and effective regional branch program
• manages members of the volunteer board and delegates roles and responsibilities as necessary
• ensures that all branch broad members adhere to McGill’s policies and sign the McGill University Advancement Non-Disclosure Agreement

Vice President

• term of office: two years*
• acts as the Executive Assistant to the President, assisting when requested and taking part in decisions affecting branch activities

Secretary

• term of office: two years*
• records and circulates minutes for each meeting of the Committee

Treasurer

• term of office: two years*
• maintains records of any funds received or spent by the Branch
• forwards relevant receipts to the Alumni Communities representative
• provides the Alumni Communities Office with an annual financial report

Director – Young Alumni

• term of office: two years*
• organizes a minimum of one event per year with a “young alumni” focus
• takes care of the arrangements for such events including: contacting speakers, making appropriate reservations, be on hand to meet and greet guests, introduce and thank speaker, and assist with registration
• participates in the communication plan for the event
• recruits other Board members to assist, if required
• provides an event report (evaluation and debrief) to the regional board directly following the event
Director – Communications and social media

• term of office: two years*
• directs all strategic communication plans for the regional branch, including the marketing of events

Members at large

• term of office: two years*
• attends regional board meetings
• be available to represent the regional branch at branch-led and university-led functions
• assists with the creation and development of programs
• assists in the recruitment of new regional board members

* Maximum term of office: Six (6) years

Good Luck and Have Fun!

Now you can start your planning! All the necessary tools you'll need to run your branch association or serve as a global ambassador can be found on the McGill Alumni website [link to Volunteer Resources]. And if there's anything additional you require, we are always here to support you.

Thank you!
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