



UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)

Fostering Leadership & Innovation

THE UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)

ALUMNI ASSOCIATION

TERMS OF REFERENCE

The UCC - Vision

The University of the Commonwealth Caribbean (UCC) seeks to provide broad-based educational opportunities through partnerships, flexible delivery modes and financing, in an environment where high standards, truth, respect and the dignity of the person are embraced.

The UCC Alumni Association (UCCAA) - Mission

The mission of the UCC Alumni Association (UCCAA) is to foster a lifelong and worldwide network of alumni. This community will promote the interests, welfare and educational goals of the University of the Commonwealth Caribbean (UCC). The UCCAA will forge an effective synergy with the UCC to:

- Keep the alumni aware of the programs and activities of the University;
- Provide financial support to the UCC and its initiatives;
- Develop alumni programmes that unite past and current students in a series of mutually beneficial partnerships such as mentorship and internship opportunities;
- Assist the UCC in the development of its academic, co-curricular, administrative and cultural capabilities.

The objective of the UCCAA is to empower and support its members, as well as current students, faculty and administrators of the UCC. The Association will facilitate the valuable exchange of information, ideas and opinions among the UCC and its alumni. The UCCAA will develop, implement and maintain policies and programmes which support the educational aims of UCC, while also addressing the range of interests and needs of its alumni. The UCCAA will also provide opportunities for the alumni and their affiliated organizations to give back to the

Association and the University. These actions will strengthen volunteer leadership as a UCC resource.

The Association is expected to commence with at least eighty members who have pledged their support. We expect our alumni body to grow exponentially to the range of activities conducted by the UCCAA. These activities include, but are not limited to: mentorships and internships for our existing UCC students, joint community engagements, and collaborations with the University to host public proceedings such as lecture series and conferences on topical issues. The UCCAA will institute an annual membership fee which will give its members discounted access to goods and services from a range of retailers and service providers in Jamaica.

The UCCAA is expected to transition to a self-governing body that works in tandem with the UCC to achieve the strategic initiatives of the institution. The UCCAA's Secretariat will have its home at the UCC's Worthington Avenue Campus. This Secretariat will serve as the base of all the Association's administrative functions. The Association will contain Chapters for each UCC Campus, as well as a Graduate Studies Chapter. The UCCAA will be an invaluable asset to the University and its stakeholders, the Jamaican people and the global community.

The UCCAA - Mode of Operations

The affiliation between the UCC and the UCCAA should be characterized by mutual respect, transparency, and accountability.

The UCCAA will not be involved in the daily management of the University, but it is encouraged to support the UCC's strategic objectives.

The UCCAA Advisory Board of Directors will be established to provide advice on an extensive range of issues that are of interest to the Association and the University. The Board will also implement plans and/or events to mitigate the challenges of both the UCCAA and the University.

The Board will comprise of such persons as the Group Executive Chairman, the Deputy Group Executive Chairman, The Executive Chancellor and Interim President, The Executive Vice President of the UCC, the UCCAA Director, the UCCAA Associate Director, the Director of Student Affairs and any other persons appointed by the Group Executive Chairman of the UCC to be a part of the UCCAA Advisory Board. The number of members on the Board should not be more than 13 but not less than 4 persons.

The Executive Vice President/Director of Student Affairs will act as Director/Associate Director of the Association, who will spearhead the Nomination of the UCCAA Director and Associate Director. Once the UCCAA Director and Associate Director are selected, then they will select the UCCAA Nomination Committee. This Nomination Committee will arrange the selection of members of the UCCA Executive Body.

The UCCAA shall have its own Executive Body to serve the interests of its members. This Body shall comprise of a President, Vice President, Treasurer, Secretary and a Public Relations Officer.

The UCCAA shall comprise of Chapters affiliated with each of the UCC's Campuses and its Graduate Studies Department. The Executive Bodies of these Chapters shall mirror that of the overall UCCAA Executive Body.

The UCCAA shall have a Secretariat at the Worthington Avenue Campus to facilitate its administrative functions.

The Executive Body of the UCCAA shall formulate and implement its strategic plans to ensure the longevity and effectiveness of the Association. Furthermore the Association shall be responsible for organizing functions and/or events that bring recognition to both itself and the UCC.

The UCCAA shall at all times recognize and adhere to the values and regulations of the UCC.

Fees:

Membership in the UCCAA will require payment of an annual fee of \$4000 (Jamaican currency). This fee will entitle the alumni to discounted goods and services at select retailers island-wide.

The UCCAA membership fee shall be reviewed per annum.

Meetings:

Each Chapter of the UCCAA is expected to meet three (3) times per annum: January, May and September. Each alumnus/alumna must attend at least two (2) meetings per annum. Additional meetings may be convened if deemed necessary by the UCCAA Executive Body.

The UCCAA Advisory Board is expected to meet twice (2) per annum: January and September.

Working Groups:

Ad hoc Working Groups shall be implemented in order to promote the aims of the Association. These Working Groups may represent varied interests and affiliations including but not limited to: internships, mentorships, sports, debate, and drama.

The Chairs of the Working Groups shall be selected from members of the UCCAA.

Terms of Reference:

The Terms of Reference shall be reviewed periodically.