



## Rosseau Lake College Alumni Association Terms of Reference

**Vision:** A proud and inspired community of alumni and students engaged in the life and success of RLC.

**Mission:** To create mutually beneficial relationships and lifelong connections between RLC and its alumni and students.

### **COMPOSITION**

#### **MEMBERSHIP**

All students enrolled at RLC become members of the Alumni Association on the date they graduate from RLC. If a student attends RLC but does not graduate from RLC, they become members of the Alumni Association at the time their class graduates.

### **EXECUTIVE COMMITTEE STRUCTURE**

#### **The Executive**

President (Chair, 2-year term)

Vice-President

Secretary

#### **Members-at-Large**

[5-year Era Reps & Class Reps](#)

Parent Guild Rep

(Current) Teacher Rep

(Current) Senior Student Rep

**Ex-Officio:**

Advancement Officer

Headmaster

RLC Governance Board Member Rep

Past Alumni Association President (serves for one year after term)

**MEETINGS**

To be held every other month.

**OBJECTIVES**

The Alumni Association Executive acts as the representative body of all members of the RLC Alumni Association. The objectives of the association are as follows:

- Maintains strong and positive relations with alumni members
- Provides opportunities for current students to interact with alumni members
- Motivates current students to eventually become engaged alumni
- Inspires loyalty and involvement in RLC
- Promotes a sense of community by providing opportunities for social and business interactions
- Communicates the mission, values and needs of the school to the RLC alumni
- Fosters an environment that encourages alumni to support RLC financially
- Fosters an environment that encourages alumni to assume positions of responsibility in the Alumni Association and the Board of Directors
- Fosters an environment that encourages volunteerism at events both on and off campus

**PROCESSES & PROCEDURES**

- All AA activities and events will be aligned with RLC's strategic priorities and the priorities of the Alumni Relations Strategic Plan.
- All members of the AA are expected to adhere to RLC's Code of Conduct and other governing documents.
- Members will serve as ambassadors of the school.
- The AA shall not interfere in any way with the administration or operation of the College.
- Significant proposals or recommendations of the Executive Committee, including but not limited to events, expenditures and communications, will require the pre-approval

of the Advancement Office Representative prior to implementing or presenting such proposals to the full Alumni Association.

- The signing authority for approval of AA expenses is the Director of Advancement.
- All AA communications must be approved by the Advancement Office Representative prior to distribution.
- All donations to RLC through AA activities and events must fit within the gift acceptance policies of the College.

## Alumni Association Annual Plan 2019/2020

### Work Weekend,

Work Weekend is an RLC tradition that takes place in August every summer. Parents, alumni, students and staff gather on campus to enjoy a summer weekend of work and play. Guests complete a number of jobs (painting, tree removal, hiking trail building/cleanup etc) to help prepare for the school year.

Responsibilities: Work with Advancement Office to promote the event to the RLC Community. Represent the Alumni Association at the event as an assistant or participant.

### Fall Colours Triathlon Weekend

Fall Colours is an annual event that takes place on campus every Fall. Parents, alumni and friends of RLC are invited to campus to enjoy the beautiful fall colours in Muskoka, dig into a fantastic bbq lunch, participate in a sports event ie) field hockey, ultimate, touch rugby and cheer on an RLC team competing against a visiting school. This year the community will participate in a triathlon – canoe, run and bike.

Responsibilities: Work with the Advancement Office to promote the event to the RLC Community. Represent the Alumni Association at the event as an assistant or participant.

### School Ambassadors

An ambassador program is in the works for international alumni to act as volunteers working with the Director of Admissions at education fairs around the world.

Responsibilities: To provide an alumni perspective of the School during admissions events at various locations around the world.

### Winter Carnival

Winter at RLC provides an excellent setting for skiing, snowshoeing, hockey on the lake, snow jam and other outdoor winter activities. The day is organized by the RLC student prefects.

Responsibilities: Work with the Advancement Office to promote the event to the RLC Community. Represent the Alumni Association at the event as an assistant or participant.

### Decade Reunions

Decade Reunions are part of the initiative to bring RLC friends and classmates together. The first decade reunion was held in spring 2019 and celebrated RLC in the 70's. The 2019/20 event will celebrate the 80's at RLC followed annually by the next three decades 90's, 2000's, 2010's circling back to the 70's in 2024.

Responsibilities: Work with the Advancement Office to organize Decade Reunion Fundraising Event. Participate in ticket sales, event planning and fundraising.

### Time Capsule

The Time Capsule is a program the Alumni Association started two years ago. Grade 12 students collect memorabilia items such as music, magazines, photographs, clothing, course assignments, etc and add them to the "Time Capsule" chest. The Time Capsule is locked at the Graduation Dinner and stored at RLC for 10 years when the class is invited back to open the chest.

Responsibilities: Introduce the concept and value of the Time Capsule to the graduating class four months before graduation so they have time to contribute items to the box. A representative from the Executive attends the Graduation Ceremony to accept final contributions and seal the box until 10 years after graduation.

### Campus Connect

*Campus Connect* is an Alumni Association program launched in 2018. Each RLC graduate has the opportunity to be paired with a "Peer Pal" who is a fellow RLC graduate on the campus of the college or university that they have chosen to attend. The RLC Alumni Peer is there to support the graduates transition into college life.

Responsibilities:

### Alumni Tie Ceremony

RLC Alumni Association presents each graduate with a special formal tie to welcome them into the Association.

Responsibilities: An Executive Member of the AA attends the graduation dinner and presents the tie to each graduating student.

### Alumni mini-Hekkla

In 2019, the AA introduced the first Annual mini-Hekkla run in Toronto and Hamilton running in conjunction with the campus run to create an opportunity for alumni who cannot make it to Rosseau to compete. The AA is hoping to expand the scope of the mini-Hekkla in 2019/20.

Responsibilities: Organize locations and structure of mini-Hekkla in various locations around the world where there are a large group of RLC alumni. Appoint a representative to organize each location.

### Mentoring Days

Mentor Day has been an annual event on campus since 2014. In the past, Mentor Day allowed alumni & parent volunteers to meet with senior students in a 'speed dating' style to share general life experiences, guidance, education and career advice. Last year a new

format was introduced where senior students present their Discovery Projects through a 60 second pitch to alumni, community members and board members.

Responsibilities: Work with the Advancement Office to promote the event to the RLC Community. Represent the Alumni Association at the event as an assistant or participant.

## Alumni Association Committee Members – 2019/2020

[Current List of Association Members](#)

[Current List of Class Representatives](#)