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College of Medicine
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USASK MEDICINE
Alumni & Community

COMMUNITY ADVISORY COMMITTEE CHARTER FOR OPERATION

COLLEGE OF MEDICINE, USASK

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Overview

The College of Medicine is seeking volunteers in the Saskatchewan region and beyond to inform and support the development and activities of a College of Medicine Community including alumni, students, residents, and faculty.

The constituents of the University of Saskatchewan are of a diverse multigenerational and multidiscipline demographic. Through the creation of a Community Advisory Committee, this community can better connect and engage to enhance the broad scope of college, alumni and student experiences.

The Community Advisory Committee with the support of College of Medicine Alumni Relations, will develop and implement initiatives and activities with the aim of:

- Encouraging meaningful community involvement with the College of Medicine;
- Creating opportunities for alumni to engage with and support the student community;
- Extending the positive collegiate experience beyond graduation;
- Enhancing alumni affinity for the College and University of Saskatchewan and
- Motivating philanthropic support of the College

Mission

To **unite** the current and incoming medicine alumni and resident populations through meaningful engagements.

To **establish** an alumni and resident voice and identity in the greater community, the College of Medicine and the University of Saskatchewan by creating opportunity for collaborative service between constituents and their peers: professionally, personally and philanthropically.

To **foster** an engaged community in the Saskatchewan area and beyond; create lifelong relationships between alumni, residents and faculty and the College of Medicine; and build affinity for the University of Saskatchewan.

To **celebrate** the goals and legacy of present, future and past community members in a collaborative manner indicative of the medical professional and the fundamental values of the College of Medicine.

Vision

Through the success of the Community Advisory Committee's mission, it can be expected that lost alumni will reconnect with the college; philanthropic participation and incoming funds will increase; the community will be sustainable through a defined roster of engagement initiatives.

Defining Community

By honouring the intended constituency base of the former College of Medicine Alumni Association (dissolved in 2023), the 'Community' serviced and represented by the Community Advisory Committee is as follows:

- Current and past **residents** of the College of Medicine;
- Current **students** at the College of Medicine;

- Current and past **faculty** of the College of Medicine;
- And **alumni** of the College of Medicine, including those earning an MD, PhD, MPT, and honorary degrees.

By extension, the Community Advisory Committee will seek to have representation from all demographics within the constituency base.

Guiding Principles

Community

- To provide opportunities for alumni in the Saskatchewan region and beyond to connect and engage with their fellow alumni, the College of Medicine, and USask Medicine students, residents and faculty.
- To create lifelong positive relationships with the college.

Affinity

- To foster positive relationships between the community and the College of Medicine.
- To assist in providing a positive post-graduation experience: academically, professionally and personally for alumni and residents of all graduating years.

Trust

- To build rapport and trust while introducing the community to the opportunities of increased involvement.
- To inform the community on key activities in the college and demonstrate the impact of philanthropy.

Diversity

- To create a framework of accessibility for alumni, students, residents and faculty of all ages, achievement, discipline, and family status to the network.

Transparency

- To ensure demographic data is communicated to the community in a timely and thorough manner.
- To strategically plan expenditures to maintain a perpetuated existence of alumni and community engagement funds, and to report to stakeholders accordingly.

Service

- To encourage participation through time, talent and treasure to cohesively better the scope of engagement available in the College of Medicine.

Background

The College of Medicine recognizes that the strength of our campus, culture, academic programs and student experiences are enhanced through the personal and professional contributions and partnerships of the alumni, resident and faculty.

The College of Medicine and former alumni led boards have prioritized community building with the alumni, student, resident and faculty bodies, specifically with the local demographics. The drive for renewed commitment stems from forward thinking strategies of engaged alumni and additional support made available from College of Medicine Advancement Team, primarily the Alumni Relations Officer.

Critical reflections of past community building initiatives championed by alumni (ex. the Friends of Calgary University of Saskatchewan (FOCUS) alumni group [1980 -2010], and the College of Medicine Alumni Association), and evolving trends in community engagement have prompted the rejuvenation of

this priority. We are seeking alumni to contribute to developing and implementing a dependable community engagement strategy, by offering authentic opinions and diverse perspectives that reflect the needs / wants of alumni, students, residents, and faculty in engaging with each other and the College of Medicine.

It is our hope that a renewed effort in community engagement will strengthen affinity and create greater opportunities for connection through partnerships that advance our shared vision for students, industry, profession, and community.

Scope of Envisioned Engagements

Recognizing the symbiotic relationship between the College, alumni and medicine students, residents and faculty, we envision the Community Advisory Committee informing a series of strategic engagements that foster a stronger connection between these four audiences.

In alignment with the priorities of fostering stronger connections between 1) alumni (peer to peer and alumni of the College) and 2) students, faculty, residents and alumni (partner to partner and alumni of the College); the College of Medicine envisions activities falling into the aligned categories of 1) Alumni & Community Engagements and 2) Alumni Led Student Engagements.

The Role of the College – Supporting Engagement and Development

The College will be a supportive resource to empower the Community Advisory Committee to achieve strategic engagements. This support will provide the committee the necessary data and guidance to activate planning, while still having the College be the lead of each project.

Support provided by the College's Advancement Team

- Recruiting alumni volunteers to support succession planning and committee sustainability.
- Facilitate meetings acting as co-chair, sending invitations, arranging venues, preparing agenda, taking minutes, when deemed necessary.
- Providing funding updates to facilitate the planning of viable engagement initiatives.
- Distribute communications to constituents to participate in engagements.
- Contributing and delivering data and strategic direction
 - Example – suggests there are more young families in region that retirees

Roles Available within the Community Advisory Committee

A group of 6-12 volunteers is required to develop and activate initiatives that meet the strategic goals of the College of Medicine Community Advisory Committee. The College has envisioned a volunteer committee structure as captured below.

Alumni volunteers will be asked to identify initiatives within the scope of committee; and volunteer to contribute to specific capacities identified as areas of need.

Community Advisory Committee Member

Core Responsibilities

- *Participate in the identification, and development of initiatives that increase fulfil the Community Advisory Committee's mission and encourage increased engagement of the community.*
- *Support and contribute to the implementation of initiatives, either through the occasional offering of hands-on support leading up to or during events, such as: strategic planning, event promotion, day of logistical support.*
- *Provide meaningful perspectives and opinions on behalf of the community during meetings, and impromptu requests via phone or email.*
- *Actively participate in the recruitment of committee members and community volunteers.*

Commitment Requested

- *We request that interested parties would intend to commit to this position for a minimum of a one-year term with the possibility of uncapped additional terms.*
 - *Understanding that life circumstances shift, affecting personal priorities and volunteer commitments, we appreciate an intention to commit for two years with flexibility in this regard.*
- *Total annual commitment: 26 hours*
 - *1.5 hours for meetings x 4 meetings a year*
 - *20 hours at community engagements*

Desired Qualities of Volunteers

- *Genuine interest in fostering an elevated connection with the College of Medicine and medicine students, residents and faculty.*
- *Shared passion of advancing medical education at the University of Saskatchewan*
- *Understanding (or interest in developing a deeper understanding) of community engagement, community building, and community development*
- *Appreciation for philanthropy and a willingness to highlight the impact of giving.*
- *Connection with our local community of alumni, practitioners, and industry.*

Community Advisory Committee Co- Chair – One Available

Other Co-Chair position to be held by the Alumni Relations Officer, College of Medicine

Commitment Requested

- *We request that interested parties would intend to commit to this position for a minimum of a one-year term, with the possibility of annual continuance through a success committee vote.*
- *Total annual commitment: 31 hours*
 - *1.5 hours for meetings x 4 meetings a year*
 - *5 hours for Co-Chair exclusive meetings, scheduled as needed*
 - *20 hours at community engagements*

Understanding that life circumstances shift, affecting personal priorities and volunteer commitments, we appreciate an intention to commit for two years with flexibility in this regard.

Core Responsibilities

- *Lead the strategic identification, development and implementation of initiatives led by the committee that meet committee mandate and advance strategic goals.*
- *Co-Chair meetings, gather information for agendas.*
- *Spearhead specific projects within the umbrella of community engagement initiatives*
- *Offer hands on the ground support of initiatives including strategic planning, event coordination, community engagement, event promotion, day of logistical support, etc*
- *Actively participate in the recruitment of committee members and community volunteers.*

Desired Skills

- *Proven leadership abilities*
- *Strong interpersonal skills*
- *Experience in community engagement, fundraising or capacity building.*
- *Strategic “big picture” thought process; forward thinking; intentional in decision making.*
- *Public speaking is and writing of speaking points is considered an asset*

Desired Qualities of Volunteer

- *Genuine interest in fostering an elevated connection with the University, College of Medicine and students, residents and faculty*
- *Shared passion of advancing medical education at the University of Saskatchewan*
- *Understanding (or interest in developing a deeper understanding) of community engagement, community building, and community development*
- *Appreciation for philanthropy and a willingness to highlight the impact of giving*
- *Connection with our local community of alumni, practitioners, and industry*