

MEMORANDUM OF UNDERSTANDING

between

**COLLEGE OF MEDICINE
University of Saskatchewan**

and

**COLLEGE OF MEDICINE ALUMNI ASSOCIATION
University of Saskatchewan**

Intent: The intent of this Memorandum of Understanding (“memorandum”) is to define a mutually supportive arrangement between the College of Medicine University of Saskatchewan (hereinafter referred to as “the college”) and the college’s Alumni Association, University of Saskatchewan (hereinafter referred to as “the association”).

WHEREAS the college wishes to have an enduring relationship with all of its graduates and to seek consultations, college representations, financial contributions and other supportive functions to be carried out by its alumni;

AND WHEREAS the association is an organization connected with the college in which all graduates of the college are *de jure* members;

AND WHEREAS the association wishes to support the college in all feasible ways through an active and recognizable presence and voice with respect to college affairs.

AND WHEREAS the parties wish to ensure the continued success of their collaborations and to clarify their respective roles and responsibilities in this arrangement.

AND WHEREAS, the parties herein set out their shared principles and vision, and their respective roles, responsibilities and accountabilities, in order to form and guide their continued collaboration. Through collaboration, we will raise the profile and enhance the

reputation of the college; strengthen the alumni association's role in the life of the college community; and enhance and support the interests of alumni in general.

THEREFORE, the association and the college agree to the following statements:

1. The association will continue to collect membership fees in support of alumni activities. All alumni as defined in the alumni constitution shall be considered members.
2. The association will not seek donations to its own funds, or independently solicit donations for college purposes from its members, without consulting with, and receiving approval from the college and the college advancement unit.
3. The association will collaborate with the College of Medicine Advancement Unit staff to assist the college with its approach for financial support from association members. The Advancement Unit is led by the Director of Advancement, with support from the Major Gifts Officer, Donor Relations Officer, Alumni Relations Officer and an Administrative Support Staff. The Director of Advancement reports to the Dean of Medicine.
4. The college Alumni Relations Officer and Administrative Support Staff will attend all meetings of the Alumni Association Board and will be the primary link between the Alumni Association and the Advancement Unit.
5. The college has established the position of Alumni Relations Officer for such term as the college/University of Saskatchewan deems advisable. Subject to all applicable legal obligations, employment practices and procedures of the college/University of Saskatchewan, the person to be employed by the University

of Saskatchewan will be selected and the job description shall be developed with the mutual agreement of the authorized designate of the association.

6. In recognition of the above intents, the association will require resources to carry out its functions. Following the association's annual event "Highlights in Medicine" the association will provide the college with an annual budget for the year including its proposed contribution to assist with the costs associated with the employment of the Alumni Relations Officer and a description of financial and operational needs. The proposed contribution will be \$15,000 per annum . This contribution may be reviewed at the request of either the association or the college and it shall be reviewed at the end of the third year of this memorandum. The overall budget will be developed in collaboration with the Director of Advancement, Alumni Relations Officer and the Dean of Medicine.
7. The association and the college intend to share the costs to support relationship-building with alumni. The association will provide funds from accounts it maintains for operational needs as identified in the budget and year-end financial statement to support the following, and these fund statements will be monitored and maintained by college administrative representatives, with quarterly reporting:
 - the annual Highlights in Medicine conference and association membership drive which are expected to continue as "cost recovered" activities;
 - the college will support the association by appointing a Communications

Specialist to develop, produce and distribute semi-annually or annually the college's newsletter, currently named Connective Issue. Costs will be covered by the college to the extent the college approves funds for this purpose; Content will be determined by an editorial board, with representation from the alumni association, and it will include relevant alumni information.

- the recognition of alumni by the association and the college and the University of Saskatchewan;
 - the recognition of the alumni's efforts in developing good rapport with the student body and support the activities presently in existence with the association;
 - the association and Advancement Unit of the college will work together to host alumni and fund raising events;
 - other activities as deemed desirable by and reasonable by the association and the college.
8. The association and the college will seek to establish and maintain a close working relationship with regular communications between the elected officers of the association and the college Alumni Relations Officer.
9. The college agrees to carry out the following roles and responsibilities:
- a. management and maintenance of alumni data;
 - b. management of funds and other income sources of the Alumni Association, including the issuance of charitable or general tax receipts in accordance with relevant legislation;

- c. day-to-day management of the Alumni Association budget, including the preparation of monthly financial statements;
- d. in collaboration with the Alumni Association, the identification, selection and training of Alumni Association volunteers;
- e. and in further consultation with the Alumni Association and USask University Relations, Alumni Engagement office, the development and management of alumni programs and services, which will include but are not limited to the following:
 - i. alumni network strategies
 - ii. outreach and engagement strategies
 - iii. social network strategies
 - iv. communication strategies
 - v. reunions, conference, homecomings; and
 - vi. alumni content in magazines, newsletters and publications.

Duration:

10. This memorandum will remain in effect from the date it is signed until such time a new memorandum is established. The memorandum will be reviewed every three years as stipulated in article #3 in the June 2019 Constitution of the association.

