

UBC Faculty of Education Indigenous Alumni Network Terms of Reference  
*DRAFT*

**Preamble**

This document was developed in consultation with UBC Faculty of Education Indigenous alumni volunteers who will become the Network’s initial executive members. While this document is meant to serve as a roadmap for the UBC Faculty of Education Indigenous Alumni Network, there will be amendments as the Network evolves and grows.

The UBC Faculty of Education Indigenous Alumni Network respectfully recognizes that the University of British Columbia is located on the traditional, ancestral, and unceded lands of **hən̓q̓əmin̓əm̓** speaking **xʷməθkʷəy̓əm** People who have been the custodians of these lands for thousands of years. We humbly give thanks and pay our respects to Elders both past and present.

## UBC Faculty of Education Indigenous Alumni Network Terms of Reference - *DRAFT*

The Indigenous Alumni Network (IAN) is an inclusive community that connects the UBC Faculty of Education Indigenous alumni to one another as well as the wider Faculty of Education community. Our mission is to nurture lifelong connections, empower personal and professional growth, and celebrate Indigenous cultures and achievements.

Alumni will maintain connection on the Faculty of Education's dedicated alumni Facebook and LinkedIn groups, attend events, and contribute their voice to shaping the future of Faculty of Education's alumni communities. Together, we will honor the Faculty's past, celebrate our present, and pave the way for a brighter future for Indigenous graduates and generations to come.

### Guiding Principles:

- i. **Indigenous Community Building:** IAN provides a platform for Indigenous alumni to connect, share experiences, and build lasting relationships. Through a range of events and activities, the Network will foster a sense of belonging and solidarity within the Indigenous community.
- ii. **Knowledge Exchange:** IAN facilitates the exchange of knowledge, insights, and expertise among members. By sharing experiences and expertise, we uplift one another and contribute to the collective growth of Indigenous professionals.
- iii. **Cultural Celebration:** IAN honors and celebrates Indigenous cultures, traditions, and achievements. The Network serves as a space to share stories, art, language, and heritage, ensuring that the rich Indigenous legacies remain vibrant and valued.
- iv. **Personal & Professional Development:** Through Indigenous knowledge and experience, IAN offers opportunities for continuous learning and skill enhancement. Through workshops, seminars, and networking events, members will be equipped with tools to excel in their chosen fields while maintaining cultural integrity.
- v. **Indigenous Engagement:** By participating in a wide range of programs and initiatives, IAN members have the chance to give back to the Faculty and the wider Indigenous community; engagement in IAN will extend beyond alumni to include students, faculty, and community partners.

### Committee Membership:

Membership will be comprised of volunteer executives who will serve as co-leaders, members-at-large, from the wider community, and student representation. The Network, specifically the members, will be guided and administratively supported by the Faculty of Education Development and Alumni Engagement Office (DAE).

**Circle Membership:** Roles include **Knowledge Keeper**, **Social Coordinator**, and **Wrangler** - these roles will serve as co-leaders for the Network's activities and initiatives.

**Members at Large:** Alumni who contribute to planning, organizing, and other volunteer opportunities. Membership may consist of up to five (5) people.

**Student Membership:** At least one (1) undergraduate (a member from the ESA) and one (1) graduate student representative from the BEd and graduate programs respectively, contributing student perspectives and ensuring a seamless transition from student to alumni.

### Committee Roles/Responsibilities:

**Knowledge Keeper:** Provides cultural guidance on Indigenous protocols in support of the development of the IAN to ensure Indigenous ways of knowing and being are respected and honoured throughout the Network.

**Social Coordinator:** Utilizes social media as a medium to connect with Indigenous alumni and general communication/outreach - e.g., promoting programming. This person will be granted full access to the Faculty's alumni profiles on both Facebook and LinkedIn. Additionally, the incumbent will work directly with the Faculty of Education Development and Alumni Engagement Office, to coordinate ad-hoc email outreach.

**Wrangler:** Works in tandem with the Knowledge Keeper in coordinating the communication of upcoming programs, coordinates meetings, and facilitates smooth operations within the committee such as maintaining records and meeting minutes.

### Time commitments:

For the first eight (8) months, the committee will meet once monthly for no more than 1-hour (until April, 30, 2024). Subsequently, the committee will meet six (6) times per year, this will include two (2) committee social events in the summer and winter.

Each year in April, all members will be invited to be celebrated and thanked at the annual alumni UBC Volunteer Recognition Reception.

At present there is no term limit for committee membership (executive or otherwise).

### Outreach and Recruitment:

#### **Surveying:**

A concise survey will be developed to gather feedback on the following details:

- Preferences for programming types and delivery methods.
- Frequency of desired programming and communications.
- Interest in volunteering and potential volunteer roles.
- Topics of interest if an Elder is invited to speak.
- General feedback and suggestions.

## Methods:

Two (2) different survey options to be created: a comprehensive survey taking up to 10 minutes and a quick survey with three (3) questions. This will make it possible for those who want to provide in-depth feedback to do so but also, those who prefer to provide quicker responses will be able to. Thus, allowing us to capture a wider range of feedback. These surveys will be available on a dedicated landing page by September 15<sup>th</sup>, 2023.

The surveys will be incentivized with two prizes: those who complete the short version of the survey will be entered into a draw to win a \$25 gift card; everyone who completes the extended survey will be entered into a draw to win two tickets to a Canucks game. The contest will run until January 31<sup>st</sup>, 2024.

## Programming:

- **Social Media:** Many folks from the Indigenous community use social media platforms as their primary form of communication both one-on-one but also for news and updates. For this reason, it will be imperative that we establish Facebook and LinkedIn groups to facilitate interaction among members but to also provide a communication channel to members. This aspect will be led by the *Social Coordinator*.
- **Soft Launch:** A soft launch will be hosted in the Scarfe foyer during the Homecoming activities in Scarfe on September 23<sup>rd</sup>, 2023 - 11:00 am-2:00 pm. A booth will be set-up in the Scarfe foyer, alongside other homecoming programs, to engage with attendees and encourage survey responses.
- **Annual NITEP Gathering at First Nations Education Steering Committee (FNESC) conference:** Since FNESC draws Indigenous folks from across the province, this is a natural fit for the first formal program to be hosted. The intention is to transform this event into an annual Indigenous Alumni Network reception (at FNESC). All alumni, Indigenous and non-Indigenous, will be encouraged to attend the reception, strengthening ties between the Network and the community.
- **Indigenous Celebrations:** An integral part of the Network as one of the key objectives are cultural celebrations. With over 200 unique Indigenous communities in British Columbia alone there are a myriad of traditional celebrations such as sacred winter ceremonies, powwows, or dance performances
- **Professional Development:** This will be a critical component to the Network and as such it will be important to host at least one professional development opportunity each year with varying content. The initial offering will support alumni with *creating a professional online profile*. This session will include guidance on how to take professional headshots using your personal device (e.g., mobile phone). This could potentially be delivered in a hybrid format in early April 2024.

- **Alumni speaker suggestions:**
  - Angela Sterritt, BA'09
  - Brad Baker (soon to be alumnus)
  - Jo-ann Archibald, BEd'72, Prof. Emerita
  - Verna Kirkness, LLD'94, Prof. Emerita
  - Carolyn Roberts, BEd'14, MEd'18
  - Diamond-Lee Point, BEd'21

### **Growth opportunities:**

1. Mentorship and support
2. Fundraising initiatives
3. Alumni profiling

### **Budgetary considerations:**

Executive committee will estimate costs for programs, considering elements such as, but not limited to:

- Honorariums for speakers or facilitators.
- Swag and giveaways for participants.
- Prizes for draws.
- Catering for events.
- Supplies required for various programs.
- Potential parking expenses.

### **Conclusion:**

This plan outlines the establishment of an Indigenous Alumni Network, focusing on committee governance, surveying alumni preferences, diverse programming, social media engagement, and professional development opportunities. Financial considerations have also been addressed to ensure proper budgeting for the Network's activities. This plan aims to foster a strong and engaged alumni community that benefits both current students and alumni.