

Alumni HONOURS

2023 TERMS OF REFERENCE



Lakehead
UNIVERSITY

Alumni
Engage. Celebrate. Share.

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1. OVERVIEW

1.1 HISTORY OF THE ALUMNI ASSOCIATION

As long as there has been a Lakehead University, there has also been an Alumni Association. Formed soon after the Lakehead University Act came into effect in 1965, the first Presidents of the Association were Bert Baumann and Jim Foulds (each a half term), followed by Roy Piovesana, the President of the 1965 graduating class and now a Fellow of Lakehead University.

Active on and off through the late 1960s and early 1970s, the Association underwent its first major revival in the 1980s. Led by Dusty Miller and Eric Wilson, the Association established the Nor'wester Magazine (now Journey), created the Alumni Entrance Scholarship, bestowed its first Alumni Honour Award to Dr. Ron Duhamel, and organized the first Lakehead Annual Fund. Since 1988, the Association has also recognized a graduating Visual Arts student through its Alumni Art Purchase award.

The awards and recognition program continued to expand throughout the 1990s and 2000s, with the addition of an Outstanding Young Alumni Award and the Alumni Legacy Award. During this time, the Association also founded the annual Alumni Golf Tournament (now the Bill Keeler Memorial Golf Classic) and completed a successful Alumni House campaign, which culminated in the Association providing funds to help the University acquire the Avila Centre from the Sisters of St. Joseph.

The Alumni Association underwent its second major renewal in the early 2010s under the leadership of Rob Jamieson. It adopted both a new brand, in close synergy with the University rebranding initiatives, and a new Vision and Mission. At Convocation in 2014, after crossing the stage each graduating student for the first time received the Alumni Scarf. It is a powerful, visual symbol of their transition from student to graduate, and now a university tradition the Association is proud to have introduced.

In 2015, the Association contributed to the establishment of an Alumni Commons at Lakehead Orillia. A focal point on campus, this quiet study area is a popular destination for students and a central gathering point for small groups and activities. The Alumni Association also set aside

funds to assist with the refurbishment of the Agora and to establish an Alumni Commons in Thunder Bay. Two key elements displayed in both Alumni Commons are the Alumni Recognition Wall and selected works from the Alumni Art Collection.

An exciting new chapter for the Alumni Association launched in the summer of 2019 with two momentous events. The first was the approval of a five-year alumni engagement plan, Lakehead for Life, by the Board of Directors. This first ever plan of its kind for Lakehead University consists of five overarching goals, and will focus on five key pillars of engagement:

- Students
- Key Alumni Constituent Groups
- Alumni House/Alumni Commons
- Chapters, Programming and Regional Engagement Opportunities
- Alumni Ambassador Program/Volunteer Engagement

The second event of summer of 2019 was a move to the NEW Alumni House at 1294 Balmoral St. This new venue will be a primary welcoming point for alumni, donors and visitors to campus in Thunder Bay. We look forward to welcoming everyone into our new space.

1.2 AWARDS PROGRAM HISTORY

The Alumni Association of Lakehead University has been honoring distinguished alumni since 1988 when the first Alumni Honour Award was given. Since then, the Association has added the Outstanding Young Alumni Award (2004), the Alumni Legacy Award (2011) and the Ambassador Award in 2020. The year 2020 also saw the first major restructuring of our award program since its inception. The Alumni Honour Award was renamed the Distinguished Alumni Award, the Outstanding Young Alumni Award became the Exceptional Alumni Award, and a brand new Trailblazer Award and Ambassador Award were created.

1. OVERVIEW

1.3 GUIDING STATEMENTS

1.3.1 Vision Statement

An engaged global community of alumni who support and advance Lakehead University.

1.3.2. Mission Statement

To provide a supportive Alumni Community where members have opportunities to engage, celebrate, and share with each other their experiences and support for Lakehead University.

1.3.3 Purpose Statement

As Alumni of Lakehead University we are proud to be exceptional and unconventional partners in the success of our Alma Mater.

We ENGAGE both students and graduates through events, chapters, recruitment, mentoring, and communication.

We CELEBRATE our Alum through an honours program.

We SHARE our time, talent, and treasure with the Lakehead community; and encourage others to do so through our actions as Leaders.

1.3.4 Tagline: Engage - Celebrate - Share

1.3.5 Slogan: Lakehead for Life

1.4 VALUES

1.4.1 The Lakehead Alumni Value Proposition

By engaging and giving back to Lakehead as leaders, mentors, donors, and ambassadors, our alumni demonstrate their commitment to Lakehead's vision and to creating an environment where students thrive.

Our alumni seek to personally grow and learn through access to world-class lifelong learning and to expand Lakehead's impact across Canada and around the world.

1.4.2 Alumni Association Core Values

DIVERSITY

We honour the individuality of our alumni and recognize that our Lakehead family is strengthened by our differences.

CURIOSITY

Our sense of curiosity allows us to explore new paths and create new opportunities for alumni because we are always ready to question, challenge, and innovate.

LIFELONG LEARNING

We recognize the importance of lifelong learning and support our alumni in their pursuit of personal and professional development.

RELATIONSHIPS

We bring alumni together, bridging interests, geographies, and cultures, and we cherish the bonds that connect us.

PRIDE

We embrace Lakehead University's rich history by building upon the best of our traditions and celebrating the accomplishments of our alumni and the University.

2. AWARD CATEGORIES

The Alumni Association of Lakehead University invites nominations for graduates who have made significant contributions in their personal and/or professional lives in the following categories:

- Distinguished Alumni Award
- Exceptional Alumni Award
- Trailblazer Award
- Ambassador Award

Additionally, the Alumni Association Board of Directors selects deserving recipients of the Alumni Legacy Award and non-alumni contributors to the Association and University for Honorary Membership in the Alumni Association.

3. AWARD CRITERIA

3.1 Distinguished Alumni Award

The Distinguished Alumni Award is presented annually in recognition of a seasoned Lakehead University alumnus/a well-established in their chosen career or field. The award recognizes significant lifetime contributions by an individual, whether through professional accomplishment, community involvement, or philanthropic dedication.

3.2 Exceptional Alumni Award

The Exceptional Alumni Award is presented by the Alumni Association to an alumnus/a who has demonstrated distinction or outstanding achievement in a particular field, community service work, personal accomplishment, or significant local, national, or international recognition for a personal endeavor.

3.3 Trailblazer Award

The Trailblazer Award is presented annually in recognition of a Lakehead University graduate, of the last ten years, who has flourished since graduation. The recipient will have shown exceptional and unconventional accomplishment in their professional career, community involvement, and/or philanthropic work in Canada or around the world.

3.4 Ambassador Award

The Ambassador Award is presented annually in recognition of a champion of Lakehead University. This award is presented to an individual whose dedication and continuing support of Lakehead University has made a significant impact on students, alumni, faculty and staff. Presented to an internal or external champion, the award recognizes the exceptional and unconventional community of Lakehead University.

AWARDS GIVEN AT THE DISCRETION OF THE ALUMNI BOARD OF DIRECTORS

3.5 Legacy Award

The recipient of the Alumni Legacy Award has demonstrated exceptional commitment and contribution to the Alumni Association and the University, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership. This award identifies the recipient as a valued member of the alumni community.

3.6 Honorary Membership

The Association Board of Directors may, by resolution, admit a person for honorary membership in recognition of that person's service to, affinity for, or support of the University of the Association.

4. NOMINATION GUIDELINES

4.1 Eligibility requirements

Alumni who have received an honorary doctorate bestowed by Lakehead University have received the institution's highest honour and therefore are not eligible for nomination. In addition, the following alumni cannot be nominated:

- Those who currently hold political office at a local, provincial/state, or national level
- Members of the Governance and Nominations Committee
- Members of the Alumni Association Board of Directors
- Members of the University's Board of Governors

4.2 Conditions of nomination

1. Nominees must be graduates of Lakehead University (or its predecessors) in a recognized degree, diploma or certificate program.
2. Nominees must be in good standing in the community and cannot have engaged in activities that could bring any dishonour to Lakehead University.
3. Nominations must be submitted according to the guidelines presented in that year.
4. An individual may receive an award in more than one category during their lifetime, but may be honoured in only one category each year.
5. The intention of this program is to present up to two awards in the Distinguished Alumni; up to three awards in the Exceptional Alumni, Trailblazer and Ambassador Award categories; one award in the Legacy category and no restriction on the number of new Honorary Members to be inducted.
6. Nominations can be made by Lakehead University alumni, staff, faculty, students or a member of the public.
7. Nominators must contact the individual prior to submitting their nomination package to confirm the following:
 - Individual agrees to be nominated
 - The nominee understands their potential selection is contingent upon them participating in publicity efforts surrounding the awards, which may include attending a Lakehead Celebrate event (in person or virtual), a videotaped interview, a photo shoot and interviews for alumni publications and news media.
8. All nominations will be treated as confidential.
9. Nominations received after the closing date will not be accepted for current year consideration but will be included for the next year.
10. Alumni may not nominate themselves.
11. Submissions in any of the award categories for nominees who are current or past Lakehead faculty and staff should highlight their contributions beyond their normal work duties. Lakehead faculty nominations should highlight community outreach and/or leadership in their research areas that are exceptional or surpass what is expected of them.
12. Posthumous nominations will only be considered in extraordinary circumstances.

4. NOMINATION GUIDELINES

4.3 The nomination process

1. All nominations must be completed using the appropriate form on the Alumni Association website and submitted by email or in hard copy.
2. All nominations and supporting documents are considered confidential.
3. A nomination form must be completed in full or the nomination will not be considered.
4. Nomination packages will include:
 - the completed nomination form
 - a brief (500 word or less) description of the nominee's achievement(s) (nature, scope and impact)
 - letters of reference in support of the nomination.
NOTE - Letters of reference are not a mandatory requirement but may contribute positively to the nomination.
 - supporting materials (i.e. CV, news articles, etc.)
5. Nominations will be reviewed by External Relations prior to being submitted to the Alumni Association's Governance and Nominations Committee to ensure all nominees meet the conditions of nomination, including degree(s), and completeness of application

4.4 Nomination from previous years

Unsuccessful nominations will automatically be moved forward for consideration for two years. Nominators have the option to amend the information in the nomination package based on the nominee's experience and qualifications. An expired nomination may be submitted again through the regular nomination process.

5. THE ALUMNI ASSOCIATION'S GOVERNANCE AND NOMINATIONS COMMITTEE

5.1 Governance and Nominations Committee membership

The composition of the Alumni Association's Governance and Nominations Committee will be as follows:

Voting Members (5):

- Past President (Chair)
- President
- Both Vice-Presidents
- One At-Large member elected from and by the Alumni Association Board of Directors

Non-Voting Members (2):

- Executive Director (Alumni Association)
- Alumni and Philanthropy Assistant (External Relations)

5.2 The role of the Governance and Nominations Committee

The Governance and Nominations Committee will review nominations against the established criteria. The panel will recommend to the Alumni Association Board of Directors the proposed recipients of the Alumni Association Honours.

5.3 The role of the Executive Director and Alumni & Philanthropy Assistant

The Executive Director and Alumni & Philanthropy Assistant will fulfill the administrative duties of this committee but will not have a vote in the selection process. They will confirm recipients list with the Lakehead University President's Office and Vice-President External Relations before the decision is finalized.

6. THE SELECTION PROCESS

The Governance and Nominations Committee will invite and select nominations. Nominations will be closed on a date determined by the Executive Director and agreed upon by the Alumni Association in accordance with the date determined for the Lakehead Celebrates event or other publicity and recognition opportunities.

After the nominations have closed, the Alumni and Philanthropy Assistant will create nomination packages to be sent to the committee members. The nomination package will include the following:

- A chart summarizing the nominations that were received, sorted by award category
- A copy of this document, “Alumni Association Honours Terms of Reference”
- Each individual candidate’s nomination submission

7. THE SCORING PROCESS

Members of the Governance and Nominations Committee will score each nomination based on a pre-determined rubric. Scores for nominees will be submitted to the Alumni and Philanthropy Assistant who will compile the scores and determine an average for each nominee. A meeting will be held where the rankings, based on scores, will be presented to the Committee. The committee will be allowed discussion and will be asked to finalize the list of award recipients for that particular year, determining how many awards will be presented in each category.

The Committee reserves the right to reassign a nominee to another award category if the Committee feels the nominee is better suited for another category based on the information in the award submission.

The discussion surrounding the selection of the recipients will remain confidential.

8. NOTIFICATION

The President of the Alumni Association of Lakehead University will be responsible for contacting the recipients and inviting them to accept their award on behalf of the Alumni Association. It is essential that selected nominees attend Lakehead Celebrates and participate in recognition opportunities as determined by External Relations and the Alumni Association.

The notification process will include the following:

- Informing the recipient of their award
- Advising the recipient of the Governance and Nominations Committee membership
- The specifics of the publicity and recognition opportunities, and the date, time and requirement to attend the Lakehead Celebrates event (virtual or in-person) to receive their award

9. REVOCATION OF HONOURS

Normally, upon recommendation of the Governance and Nominations Committee, the Alumni Association Board of Directors would revoke an Alumni Honour if any of the following becomes known to the Committee or the Board, and it is satisfied that:

- The individual has been convicted of an indictable offence; or
- The individual has been removed for misconduct by a properly constituted legal authority from any official register or roll of members of the profession to which they belong; or
- The individual, in the reasonable opinion of the Board, after investigation, has obtained the Honour by fraud, deception, or other inappropriate means; or
- After investigation, the Board believes the continued recognition of the individual would negatively impact the Association.



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