

11.0 Dentistry Alumni Committee (DAC) Terms of Reference (April 2016)

11.1 ROLE

The role of the DAC is to promote and encourage the active participation of alumni in the activities of the Faculty of Dentistry and its future direction, to enhance connections between and among alumni and students, support the advancement of dental education and research, and promote Dalhousie Alumni Association initiatives.

11.2 DUTIES

The duties of the DAC are to work with Alumni Relations staff to:

- a) Review matters of interest and concern to the Faculty of Dentistry alumni
- b) Facilitate events and engagement opportunities among alumni and students
- c) Maintain communication with alumni through various communications avenues, including mail and electronic publications and resources
- d) Undertake projects of historical interest to Faculty of Dentistry alumni
- e) Establish the necessary subcommittees and guidelines to achieve the mandate and duties of the DAC
- f) Recommend, administer and secure nominations for annual Faculty of Dentistry and Dalhousie Alumni Association Awards
- g) Prepare an Annual Report to be presented at the Faculty of Dentistry's Fall Faculty Meeting and posted on the Faculty of Dentistry's website

11.3 MEMBERSHIP

A DAC Membership appointment is subject to approval by Faculty, and will be for a term of three academic years, renewable for two additional membership terms. The DAC should consist of 10 voting Members:

- a) Eight Dalhousie University Faculty of Dentistry alumni
- b) One Dalhousie Dentistry student representative
- c) One Dalhousie Dental Hygiene student representative
- d) The Past Chair (*ex-officio*, non-voting)
- e) The Dean (*ex-officio*, non-voting)
- f) Alumni Relations staff (*ex-officio*, non-voting)

11.4 AUTHORITY/REPORTING MECHANISM

- a) The DAC will report annually to the Faculty of Dentistry and to all members of its alumni via the Annual Report.
- b) Fiscal concerns of the DAC will be administered by the Faculty of Dentistry's Alumni Office.
- c) Written notice with a copy of proposed amendment(s) to the DAC Terms of Reference or Procedural Guidelines documents will normally be distributed to each DAC Member at least three weeks prior to the meeting at which the proposed amendment is to be considered. These documents may be amended by a motion approved by no less than two thirds of the DAC Members and subsequently approved at a Faculty meeting.

- d) In order to achieve quorum, DAC meetings must be attended by at least six voting alumni Members