

UNIVERSITY OF EDUCATION, WINNEBA

TERM OF OFFICE AND TERMS OF REFERENCE FOR INTERIM NATIONAL EXECUTIVE COMMITTEE

1.0 TERM OF OFFICE

1.1 Duration of Term

The term of office for the Interim Executive Committee of the University of Education, Winneba (UEW) Alumni Association shall be for a period of **one (1) year**, commencing from the date of their official appointment.

1.2 Vacancies and Resignation

- Vacancies arising during the term due to resignation, incapacity, or other reasons shall be filled by appointment by the Director of Office for Institutional Advancement (OIA) for the remainder of the term.
- Executives intending to resign must submit a written notice at least one month in advance to the Director, OIA.

2.0 TERMS OF REFERENCE

The Interim Executives of the UEW Alumni Association shall operate under the following terms of reference:

2.1 Alumni Mobilisation and Engagement

- Develop strategies for increasing alumni membership and involvement in association activities.
- Ensure Stakeholder engagement in fine-tuning the Alumni Constitution and its promulgation.
- Organize the election of alumni chapters at the district and regional levels to strengthen engagement and participation.

2.2 Communication and Outreach

- Foster effective communication between the association and its members, utilising digital platforms and traditional means.
- Coordinate with the UEW Alumni Relations Office to align alumni activities with institutional goals.
- Assist in organising and streamlining the registration of members into the alumni database.

2.3 Event Management

- In consultation with OIA, plan and execute events such as reunions, fundraising drives, and networking sessions to foster a sense of belonging among alumni.
- Organise and oversee meetings to discuss matters of interest to the Association.

2.4 Elections of Substantive Executives

- The Office for Institutional Advancement will facilitate the processes for conducting free, fair, and transparent elections of substantive executives by the end of the term and ensure a seamless transition.

2.5 Reporting and Accountability

- Submit a quarterly report to the Director, Office for Institutional Advancement on its activities and progress.
- Present a comprehensive end-of-term report detailing achievements, challenges, and recommendations for future executives.

2.6 Collaboration with Stakeholders

- Liaise with OIA, GES, and other stakeholders to enhance alumni engagement and promote the university's mission.

2.7 Renewal or Transition

At the end of the one-year term, the Interim Executives may:

- Be considered for reappointment if deemed necessary by the Office for Institutional Advancement (OIA).