

Caribbean Institute for Meteorology and Hydrology

Alumni Association

May 2020



1. Introduction

The name of the organization shall be the Caribbean Institute for Meteorology & Hydrology Alumni Association, hereinafter referred to as the “Association”. The Association will be registered in Barbados and will adhere to the laws of Barbados

The purpose of the Association is to build a community of former graduates of the Caribbean Institute for Meteorology & Hydrology (CIMH) (or the former CMI or counterpart hydrology institute), as well as graduates of the University of the West Indies BSc in Meteorology programme delivered by the CIMH, to represent the varying interests of the alumni community and contributing to the general development of the Institute.. The Association’s mission and vision statements are:

Mission Statement: To inspire CIMH’s global alumni to become a cohesive body that – advocates on behalf of the CIMH and the hydro-meteorological and climate community in the Member States of the Caribbean Meteorological Organization (CMO); promotes careers in hydro-meteorology and climate to subsequent generations; promotes a culture of safety related to hydro-meteorological and related hazards.; and contributes to the general development of the Institute and the community.

Vision Statement: The Association shall provide leadership and guidance on hydro-meteorological and climate related matters that transform the hydro-meteorological and climate enterprise in CMO Member States leading to safe and sustainable communities, sectors and states.

Core Values: The Association’s core values integrate Integrity, Dedication and Service Excellence.

2. Membership

- Individuals who have attended and graduated from the CIMH (or the former CMI or counterpart hydrology institute) and the BSc degree programme in Meteorology at the University of the West Indies Cave Hill Campus delivered by CIMH.
- Honorary Membership will be extended to those persons who have been deemed to have made a substantial contribution to the practice and advancement of hydro-meteorology and climatology in the Member States of the CMO.

- CIMH Staff who have not pursued courses at the CIMH, but who have made contributions to the Institute’s training programmes.
- Interested persons can contact their country representative or the CIMH representative to complete the application for membership form

Membership Fees

The annual membership fees of the Association will be US\$20.00 due on or before January 31st of every year unless otherwise agreed.

3. Meetings

3.1 Annual Meeting

The Annual General Meeting of the Association shall be held each year at a time agreed by the Alumni Association Council (hereafter referred to as the “Council”) of the Association in consultation with the Association’s membership. Meetings shall be blended facilitating both face-to-face participation - depending on location, and online participation.

The purpose of the meeting shall be to:

- a) Review the annual report from the Alumni Association Council;
- b) Review other committee reports;
- c) Elect representatives to the Alumni Association Council;
- d) Agree on a work plan for the coming year;
- e) Any other business as may be properly brought before the meeting in accordance with the Terms of Reference.

3.2 Notice of Meetings

Notice of a meeting of General Members shall be given by the Council at least thirty (30) days prior to the date on which the meeting is to be held by making such information available through email, social media and the Association’s website. The notice shall set out the business to be transacted thereat.

3.3 Quorum

At any Meeting of General Members, ten (10) General Members shall constitute a quorum for the transaction of business.

3.4 Chairperson of the Meeting

The Chairperson of a Meeting of General Members will be the Chair of the Council. In the absence of the Chair, the Vice-Chair of the Alumni Association Council will chair the meeting.

4. Alumni Council

4.1 Responsibilities of the Alumni Association Council

The responsibilities of the Council include but are not limited to:

- a)** Representing the interests of the General Members;
- b)** Establishing and reviewing annual, mid-term and long-term workplans and strategies;
- c)** Approving the annual budget for the Association;
- d)** Overseeing and supporting, through its Committees and Chapters and Secretariat, the programs of the Association;
- e)** Acting as the official voice of the Association's membership;
- f)** Sanctioning Chapters and establishing committees;
- g)** Approving and making amendments to governance documents, including the Terms of Reference; and
- i)** Coordinating with CIMH to identify activities and opportunities to promote hydro-meteorology, climatology and their applications.

4.2 Structure of the Council

The Council shall comprise of the following core positions:

- a) Chairperson
- b) Deputy Chairperson
- c) Communications Officer
- d) Treasurer
- e) Recruitment Officer
- f) Secretary

4.2.1 Duties of the Chairperson

The Chairperson shall execute the following responsibilities on behalf of the Association:

- a) Chair meetings of the Council and Meetings of General Membership;
- b) Act as the official spokesperson of the Association;
- c) Lead the planning and strategic direction of the Association;
- d) Ensure decisions and policies of the Association are carried out in a transparent and unbiased manner;
- e) Liaise with the CIMH on behalf of the Association;
- f) Perform duties as assigned by the Association; and
- g) Fulfill expectations as a Council Member.

4.2.2 Duties of the Deputy Chairperson

The Deputy Chairperson shall execute the following responsibilities on behalf of the Association:

- a) Assume the Chairperson's responsibilities in his/her absence;
- b) Serve as the Council's primary liaison with the Association's Chapters;
- c) Perform duties as assigned by the Chairperson and the Association; and
- d) Fulfill expectations as a Council Member.

4.2.3 Duties of the Communications Officer

- a) Ensure notices for all meetings of the Alumni Association Council are duly issued
- b) Prepare annual newsletter to the membership and document other meetings of interest.
- c) Prepare brochures etc., highlight community events and liaise with the media.

4.2.4 Duties of the Treasurer

- a) Ensure all funds received and spent are correctly recorded.
- b) Prepare financial statements for presentation at Council Meetings.
- c) Prepare budgets for the upcoming year.

4.2.5 Duties of the Recruitment Officer

- a) Encourage all eligible persons to join the association.
- b) Assist in creating activities to ensure continued interest of members.
- c) Liaise with universities and students to identify potential members.
- d) Encourage all potential members to join the organisation

4.3 Expectations of Council Members

The Council shall:

- a) Coordinate and participate in meetings of the Association;
- b) Act with diligence, honesty, good faith, and in the best interests of the Association; and
- c) Recruit General Members to participate in the projects, Task Teams, events and services of the Association.
- d) Work closely with CIMH to identify its needs as well as the needs of early career professionals in the fields of hydro-meteorology and climatology, and report these needs to the Membership along with strategies and work programmes to address them.

e) Develop and implement Membership approved activities and services that address the best interest of Members.

5. Committees

The Council may constitute committees and Task Teams as necessary to assist the Council Members in executing the affairs of the Association. These bodies will report to the Council, which will prescribe their duties through appropriate Terms of Reference. At its first meeting following the Annual General Meeting, the Council will appoint a Chair and at least two additional Council Members for each of the following standing committees.

- a) Finance Committee; and
- c) Governance Committee.

In addition, the Council may establish committees and task teams from time to time to address and focus on new initiatives and/or issues as they may arise. The Council will develop Terms of Reference for all committees and task teams to outline their respective duties in further detail. If a committee cannot reach a decision on a matter, for whatever reason, the body will delegate that decision to the council as a whole.

5.1 Finance Committee Responsibilities

The Finance Committee is managed by the Council on behalf of the Association and reports to the Association at its annual meetings. The responsibilities of the Finance Committee include by are not limited to:

- 1) Developing the annual budget for review by the Council and approval by the Association at its annual meeting.
- 2) Ensuring that expenditure is in line with fiscal strategy and the approved budget of the Association.
- 3) Identify and recommend new sources of funding.
- 4) Make recommendations on any required controls for receiving, securing, spending and reporting on Association's finances.
- 5) Work with the other committees to support mutual goals/projects.

The Finance Committee shall consist of a minimum of three members who will elect a Chair amongst themselves via a vote.

5.2 Governance Committee Responsibilities

The Governance Committee is managed by the Council on behalf of the Association and reports to the Association at its annual meetings. The responsibilities of the Governance Committee include by are not limited to:

- 1) Conducting an annual review of the Terms of Reference.
- 2) Coordinating an annual Council and Self-Evaluation process.
- 3) Updating Chapter Development policies as required.
- 5) Working in conjunction with the other committees to support mutual goals/projects.
- 6) Overseeing the Nominations and Elections Process.

The Governance Committee shall consist of a minimum of three members who will elect a Chair amongst themselves via a vote.

6. Amendments

Council Members may propose amendments to the Responsibilities at any meeting, for approval by the Alumni Association Council. In addition, General Members may direct proposed amendments through any Council Member, for discussion and approval by the Alumni Association Council.

7. Effective Date

The signature of the following Council Members certifies that the above Terms of Reference was approved by the Alumni Association Council at a properly constituted meeting of the Council Members held on _____.

Chair, Alumni Association

Date

Vice-Chair, Alumni Association

Date