



Proposal to Renew and Formalize the Working Agreement between TRIUMF and the TRIUMF Alumni and Retirees Association

Purpose and Scope:

This document describes the Working Agreement between TRIUMF and the TRIUMF Alumni and Retirees Association (TARA).

Document Control:

	Name:	Signature:	Date:
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Reviewed By:	TRIUMF CAO		
Approved By:	TRIUMF Director		

History of Changes:

Release Number	Date	Description of Changes	Author(s)
# 001	2020-01-30	Update of the original proposal (2009)	



TARA TRIUMF Alumni & Retirees Association

Background

Following discussions with TRIUMF management in 2009, the TRIUMF Alumni and Retirees Association (TARA) was established and has operated under the terms of the proposal dated Oct. 28, 2009. The purpose of TARA is to retain the former employees within the broad TRIUMF community. TARA serves as a resource of able-bodied volunteers, consultants, and mentors for TRIUMF and, in return, TRIUMF extends certain employee benefits and privileges to TARA members

Mission

The mission of TARA is:

- To foster a sense of community among the former employees of TRIUMF
- To collectively work with TRIUMF to maintain relevant and useful participation in current programs and activities; and
- To serve as a resource for TRIUMF.

Membership Criteria

The criteria for membership in TARA are:

- To have formerly been an employee, or an experimental user, or an associate in some other capacity, and
- To have spent at least three years with TRIUMF

Membership is voluntary although formal retirees will have automatic membership unless they decline. The TARA Membership Secretary will work in conjunction with TRIUMF HR to register new members and maintain the TARA membership list.

Organization & Governance

TARA is considered to be an informal association; not governed by the societies act, and will adopt the standard organizational structure and terms of reference of TRIUMF committees.

TARA is headed by an Executive Committee that is composed of a President / Chair, an Executive Secretary, a Membership Secretary and four Members-at-Large, all elected by the members. There is also a non-voting liaison representative from TRIUMF management, typically the Director of HR. (it wouldn't hurt to have some connection with the TRIUMF employee.)

The Executive body is charged with:

- Overseeing TARA activities,
- Remaining in regular communication with TRIUMF and its management,
- Addressing inquiries from members, and
- Ensuring that the organization meets the needs of its members and TRIUMF.

Comment [JH1]: TARA is really meant for retirees and long-term visitors to TRIUMF. If we have an engineer who has been at TRIUMF for 5 years and leaves TRIUMF to work at another institution then I don't think they should become TARA members – we should discuss

Comment [JH2]: I just spoke with Eileen about this and Dana will be advised when employees retire to automatically set them up in TARA. We will have a vetting process in case there are other issues.



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Benefits to Members

TRIUMF would extend certain employee privileges and programs to members of TARA. The following benefits have been established:

- Acting as host for the association’s web site and membership database.
- Regular invitations to TRIUMF social events such as retirement and holiday parties, opening and commemorative ceremonies, annual events, curling, golf, fun-run, bowling, ski club, etc.
- Annual members’ meeting organized by the TARA Executive Committee with the support of TRIUMF.
- Continued participation, when possible, in discount programs through TRIUMF.
- Access to TRIUMF House at the TRIUMF-internal rental rates when rooms are not required for TRIUMF business
- Permit free parking for members when attending the AGR,
- Permit free parking for TARA executive when attending TARA meetings.
- Each TARA member will have a TRIUMF Alumni email address
- Each TARA member will have a access to TRIUMF internal sites (via a username and password).

Comment [JH3]: I think we agreed that all retired employees will become members by default – unless there are other issues.

Additional benefits are under development between TARA and TRIUMF such as access to UBC libraries, terms and conditions for using TRIUMF facilities or expertise at cost, and so on.

Comment [JH4]: Is this true?

Comment [JH5]: Exploring “Community Card” access. This should suffice for regular TARA members but for those TARA members doing research than a letter & form is required. How many are affected – do you think?

Benefits to TRIUMF

TRIUMF will receive benefits from the formation of TARA. The membership base will help define / represent TRIUMF in the larger community and will serve as a resource for:

- Highly experienced guides for tours.
- Resource for documenting historically significant episodes.
- Volunteers to give talks and presentations at schools, conventions, etc.
- A knowledge bank of mentors to voluntarily assist new hires, or hires or provide technical expertise in problem solving.
- Volunteers to work at conferences and outreach events.
- Assist TRIUMF archivist on reviewing historical records

Comment [JH6]: How reasonable is this? Has it happened in the past? I think that those retired employees who have emeritus status are able to give talks but for other TARA members it may be difficult.

Comment [JH7]: How do we set up a process for this to happen – it is a great idea.

Resource Commitment

TARA is supported by the TARA executive committee, who works closely with the TRIUMF Human Resources Department and the TRIUMF Communications Office in matters of interest.

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TARA has a website that is connected to the TRIUMF home page. The main website will be accessible by the public with a secure link to the pages for members only. The website can be edited and developed by the



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TARA Executive Team. The web tools being deployed at TRIUMF would allow an executive member the ability to submit changes for publishing on the site. General membership will be able to update their personal profile and make submissions to the Executive Committee.

Comment [JH8]: I think only Dana has access to this

Comment [JH9]: I do not know how this happens

DRAFT