



COMMITTEES' TERMS OF REFERENCE

The standing committees and their Terms of Reference are as listed below, not in any order.

1. INFO-TECH, RESEARCH AND DEVELOPMENT COMMITTEE.
2. QUARTERLY NEWSLETTER COMMITTEE.
3. ALUMNI DIRECTORY COMMITTEE.
4. REVENUE AND FUND-RAISING COMMITTEE.
5. WELFARE AND SOCIAL COMMITTEE.
6. YCT CAMPUS ALUMNI PROJECT COMMITTEE.
7. FINANCE AND GENERAL-PURPOSE COMMITTEE.
8. PUBLIC RELATIONS AND AFFILIATIONS COMMITTEE.
9. CONSTITUTION, POLICY AND REGULATIONS COMMITTEE.
10. THINK TANK COMMITTEE.
11. STUDENT AFFAIRS AND EDUCATION COMMITTEE.
12. MEMBERSHIP COMMITTEE.
13. PROFESSIONAL DEVELOPMENT COMMITTEE.
14. ANNIVERSARY AND CEREMONIES COMMITTEE.
15. SPORTS COMMITTEE.
16. TECHNOLOGY AND INVENTIONS COMMITTEE.
17. PROJECTS AND CONSULTANCY SERVICES COMMITTEE



1. INFO-TECH, RESEARCH AND DEVELOPMENT COMMITTEE.

- To facilitate the organization, collection and processing of data into information for research and general purposes for the Alumni Association.
- To facilitate the designing and re-designing of the Association's website to meet international standard in dynamism, provision of services, information and interaction and revenue generation/collection.
- To facilitate ICT Training including software development, networking, database administration, business information system to members, officers and public.
- To engage in research and development projects especially in Hi-tech, robotics and artificial intelligence (AI) and other related areas, and counseling of students in career prospects.
- To be a repository of research information in science and technology, professional courses, finance, public administrations, politics, national economy, etc.
- To facilitate the establishment of research centers and provision of resources for research purposes.
- To disseminate research information to appropriate quarters including professional bodies, professionals, Government, educational institutions and the organized private sectors, etc.
- To facilitate the effective utilization of research information.
- To liaise with Government, educational institutions, organized private sectors, etc for research and development purposes.
- To canvass for and facilitate the funding of research and development nationally and internationally.
- To facilitate the establishment of industries and production facilities for scientific and technological development.
- To carry out any other assignments as may be directed by the President and the National Council.



2. QUARTERLY NEWSLETTER COMMITTEE.

- To originate, collect, collate and process information for quarterly newsletter.
- To develop and review the content for the Alumni's newsletter.
- To ensure quarterly and periodical publication of the Alumni's newsletter.
- To project the Alumni's activities and ensure wide circulation of the newsletter including circulation to Government agencies, educational institutions, embassies, organized private sectors, etc.

3. ALUMNI DIRECTORY COMMITTEE.

- To compile the list of all old students of the College including their addresses, phone number(s), email, occupation, employers, course of study, etc.
- To print and update a directory of the Association regularly and create necessary sub-directories.
- To procure advertisement into directories.
- To consider and include contents that will market the Association and educate the public on certain activities and profile of the Association.
- To publish the directory and sub-directories on internet, facilitate on-line activities that promote socio-economic networking among members and include revenue generating features in the directories.

4. REVENUE AND FUND-RAISING COMMITTEE

- To source for fund towards the realization of the aims and objectives of the Association.
- To develop strategic and tactical plan for fund raising and ensure smooth and effective collection of Alumni dues from graduating College students.
- To consider and propose sources of revenue generations for different activities of the Association.
- To recommend investment options for the Association from time to time.
- To advice on financial matters including procurement of loans, business development, funding, etc.



- To assess and advice on venture partnership agreements and business proposals to and from the Association.
- To develop and present feasibility/viability reports and assess those submitted to the Association.
- To plan and facilitate steady conception, development and implementation of business plans for the Association.
- To facilitate the establishment of businesses, companies, factories, agencies, partnerships, directorates etc., for revenue generation, advancement of educational/technological development and also for the fulfillment of constitutional objectives of the Association.
- To facilitate the integration of Alumni members into businesses, projects, government and allied appointments nationally and internationally, and also into the Alumni's establishments.

5. WELFARE AND SOCIAL COMMITTEE.

- To look after the welfare of all members of the Association, facilitate gainful employment and appropriate utilization of members in their areas of competence.
- To facilitate the provision of incentives and welfare packages for officers, active members and all members of the Association.
- To facilitate group health insurance and medical well-being of all members.
- To promote co-operation, partnership and resource pooling toward joint venture and other welfare activities including the establishment of co-operatives among members.
- To facilitate provision of social housing programs for all members of the Association.
- To facilitate the provision of soft loans and other forms of revolving financial facilities to members, under schemes as may be approved and regulated from time to time.
- To plan and execute social activities of the Association including end of the year parties, picnics, retreats, luncheon and get-together activities for members of the Association.



- Coordinating participation of members in social activities to which the Association may have been invited.
- To encourage socio-political integration of members and interaction between the Association and Government agencies, professional bodies, Alumni Association and other groups that may be deemed appropriate by the Association, nationally and internationally.
- To co-ordinate the integration of various groups within the College with the Alumni Association through social activities including luncheon, get-together, sports, etc.
- To facilitate the establishment and smooth running of endowment and membership welfare fund.
- To promote the procurement of appointment into positions, national honours, etc., for members from State/Federal Government, boards of corporations.

6. YCT CAMPUS ALUMNI PROJECT COMMITTEE.

- To advice on the appropriate projects the Alumni Association can execute for/with the College at the Yaba College of Technology, Epe and other campuses, or at any location from time to time.
- To assess the environment and determine the projects that will have positive and beneficial impact on the College and Alumni Association.
- To undertake the cost-benefit analysis of the Association's activities in all campuses.
- To monitor the performance of projects and Alumni activities in campuses.
- To formulate policies and determine the strategy for the implementation of project in campuses.
- To facilitate agreements with the College Authorities/Host Communities and ensure the procurement of appropriate legal documentations for all projects



7. FINANCE AND GENERAL-PURPOSE COMMITTEE.

- To advise the President on financial and other matters that may be of interest to the Association.
- To recommend avenues for good investment and advice on revenue generation.
- To seek constantly to improve the financial status of the Association.
- To ensure steady investment and asset acquisition by the Association thus improving direct collateral and liquidity.
- To encourage direct business establishment rather than stock investment to support the Association's aims of actively driving the nation towards industrialization, manufacturing and hi-tech production in the country.
- Research into Government preferred sectors where funding and supplementing incentives are available to investors and facilitate active participation of the Association and members in such sectors.
- Formulate policies for employments, appointments of consultants and condition of service of workers of the Association.
- Liaise and cooperate with the Treasurer and the Financial Secretary in the discharge of their duties.
- Assess and advice on budgets of major activities.
- Mediate and advice in areas of disagreement among members and committees for clarity and conflict resolution.
- Facilitate smooth decision making and implementation of council policies to avoid conflict derailment or abandonment.
- To facilitate the existence of cordial relationship between the College and the Association.
- To attend to any other issue which may not have been expressly assigned to another committee.



8. PUBLIC RELATIONS AND AFFILIATIONS COMMITTEE.

- To promote and facilitate integration and affiliation between the Association and other Noble Organizations, NGOs, Alumni Associations, Professional Associations, Government Agencies, etc., who can assist in promoting and achieving the aims and objectives of the Association, nationally and internationally.
- To interact with and intimate affiliates with the mission, vision, aims, objectives and programmes of the Association from time to time.
- Seek the understanding, financial and other support of Affiliates for all activities of the Association.
- Facilitate smooth College Alumni relationship and cooperate with the Membership Committee to ensure steady and qualitative growth of Association especially the Affiliate and allied cadres of membership.
- Encourage the Affiliates and allied cadres to take up noble projects annually.
- Plan and facilitate the involvement or participation of the Association in the programmes and activities of the College, Affiliates' and other organizations' programmes, in line with the Association's aims and objectives.
- Identify Government Agencies and programmes worth identifying with facilitate participation and cooperation with such agencies.
- Assist the Public Relations Officer in the discharge of his duties.
- Propose and advice on public relations and publicity programmes for the Association.

9. CONSTITUTION, POLICY AND REGULATIONS COMMITTEE.

- Determine the vision and mission of the Alumni Association.
- Determine the aims and objectives of the Association.
- Determine the officers of the Association.
- Determine the responsibilities of the officers as may be reviewed from time to time.
- Determine the financial year of the Association.
- Determine the model of conflict resolution.
- To determine the scope of operation of the Association.



- Scrutinize the old constitutions and determine which clause should be retained or modified, in case of any constitution review.
- Make comparative analysis of the constitutions of the other Alumni Association and determine the clauses that are relevant to the Association, in case of any constitution review.
- Determine the constitutional committee and their Terms of Reference.
- To formulate policies for different aspects of the Association's activities from time to time.
- To develop regulations that will guide sensitive activities of the Association, including membership, finance and investment, establishment of agencies, directorates, continuous educational and professional progression, etc.
- To make a comprehensive compilation of the activities of the Association.
- To create a constitution that will ensure progress, academic advancement, development of science and technology and prosperity of members, the Association, the College and the nation in general.
- To protect the welfare and socio-economic advancement of Alumni everywhere they may be.

10. THINK TANK COMMITTEE.

- To be responsible for synthesizing research information, organizing seminars, webinars, conferences, workshops etc, for policies, programmes and activities of the Association, and for implementation by the College, government, or relevant national or international organisation.
- To facilitate effective Anticipatory Management of the Association and its various sub-groups, state/other chapters, business other establishments, subsidiaries, agencies etc.
- To assist the National Executive Council in formulating strategic and tactical plans especially on synergy among members, finance and revenue generation, socio-economic advancement, affiliations, national and international integration, from time to time.



- To be responsible for the analysis of the Strength, Weaknesses, Opportunities and Threats (SWOT Analysis) of the Association and its subsidiaries, chapters, directorates etc, from time to time.
- To be the central organ of the Association for the formulation and appraisal of policies, regulations, constitution review, etc.
- To interact with Government Agencies, Embassies, organized private sector, etc., in course of their assignment.
- To liaise with Local, State and Federal Government on matters of strategic national planning and national development.
- To assist the Association in its strategic planning and development proposals for Yaba College of Technology.
- To respond promptly to national and international issues that can have implication on educational, technological, economic, political well-being, etc. of the nation.
- To facilitate the smooth coordination of implementation of the collective plans of the Association and monitor progress comprehensively for success, improvement and timely response, adjustments or change as may be deemed appropriate from time to time.
- Shall be the National Executive Council's main organ for conflict resolution and shall work with the Finance and General-Purpose Committee, Constitution, Policy and Regulations Committee, Revenue and Fund-Raising Committee, and any other committee from time to time.
- To carry out other duties that may be assigned to them by the National Executive Council from time to time.

11. STUDENT AFFAIRS AND EDUCATION COMMITTEE.

- To promote the interest, welfare and quality of education of students of Yaba College of Technology.
- To assist in the facilitation of first-class educational quality for students at the College.
- To assist in the mobilization of fund for educational development, welfare, projects and facilities for students of the College.



- To safeguard the quality, prestige and placement of graduates of Yaba College of Technology in employment and appointments nationally and internationally.
- To encourage peaceful co-existence among all students' groups and associations in the College.
- To assist students in the funding and execution of their projects and ideas.
- To liaise with Alumni Relations Department, Students' Affairs and other relevant departments of Yaba College of Technology in achieving the aims and objectives of the committee.
- To engage in career guidance for the students and guide them in their endeavors from time to time.
- To foster good relationship between the Association, the College and various educational and training institutions nationally and internationally.
- To encourage active participation of students in relevant activities of the Association.
- To offer patronage and mentorship to students, guide, and assist them in their endeavors from time to time.
- To promote positive recognition and acceptance of graduates of the College for further studies by reputable universities and other tertiary institutions, encourage and facilitate further academic and professional pursuit for students nationally and internationally.
- To advice on issues and activities within the College that require the Association's action or intervention.



12. MEMBERSHIP COMMITTEE.

- To maintain a register of all members of the Alumni Association, obtain detailed information of old students and graduating students from the College from time to time, and facilitate cordial relationship with the College.
- To determine the various categories of membership of the Alumni Association.
- To determine the condition for membership of Alumni Association in different categories from time to time.
- To determine and review the annual dues, levies and all other financial obligations of members of the Alumni Association and ensure prompt payment and fulfilment of such obligations as and when due, from time to time.
- To formulate policies on ethics and disciplinary matters for members of the Association and to promote and maintain discipline among members.
- To organize the Annual General Meetings (AGM), Extraordinary General Meetings (EGOM), Emergency Meetings and other national meetings of the Association.
- To facilitate the recognition and honoring of members who have distinguished themselves in service to the Association and in various walks of life with awards etc.
- To process membership application of prospective members.
- To process the transfer of members to other grades of membership.
- To recommend and consider recommendation for Fellows, Elders and other grades of membership of the Association.
- Attend to membership issues that may come up from time to time.

13. PROFESSIONAL DEVELOPMENT COMMITTEE.

- To encourage all graduates of the College to further their education and develop themselves to professional level.
- To assist in facilitating admissions for OND/HND holders towards pursuit of further education nationally and internationally.
- To assist in facilitating training and preparations towards the professional examinations of different professional bodies nationally and internationally.
- To organize seminars, conferences, workshops and other manpower development/training programs.
- To organize exhibitions, trade fairs, technology fairs etc.



- To encourage, promote, facilitate funding for research and inventions, and publicize inventions, especially those by students and Alumni of Yaba College of Technology.
- To recognize achievers in various professional, entrepreneurial, artistic technological, literacy areas etc., and honor them with awards and/or other forms of international celebration.
- To organize excursions to educational, scientific, industrial facilities and project sites etc.
- To investigate, explore and create professional development opportunities for members, monitor professional development of members, and facilitate progress, employment and appointments.
- To liaise with Government and international agencies for national development across professional lines.

14. ANNIVERSARY AND CEREMONIES COMMITTEE.

- To plan for the Association's celebration of the Anniversary of the year of establishment of our Alma Mater, Yaba College of Technology.
- To coordinate all members, groups, sub-groups, state chapters, class group, sets etc., and liaise with the College in case of a joint celebration, in the planning and execution of anniversary celebrations.
- To determine the activities or, in case of a joint celebration, determine the scope of involvement of the Association in the activities to be carried out by the Association.
- To propose, plan and organize different annual celebrations as the Association may decide upon from time to time.
- To propose and include factors and components for financial, political and socio-economic advantages in the programmes.
- To do proper cost-benefit analysis of the Association's annual ceremonies and celebrations, and the viability and sustainability assessment of such ceremonies from time to time.
- To present a budget for the activities of the Association towards Anniversary and allied programme.
- To facilitate the effective participation of the Association in the scheme of events during joint anniversary celebrations with the College.



- To ensure proper audio-visual documentation of all programmes and activities of the Association.



15. SPORTS COMMITTEE.

- To facilitate sports development within Yaba College of Technology, and among students of tertiary institutions in general.
- To encourage and organize sporting competitions among the College students.
- To promote inter-tertiary students' competitions in various sports.
- To make sports a tool for peaceful coexistence among students.
- To enhance the advantages of the aspects of sporting activities to the benefit of the Association, the College and the country in general.
- To assist in procuring sponsorship for sports in the College, and others sporting activities organized by the Association.
- To use sports to promote the image of the Associations and the College.

16. TECHNOLOGY AND INVENTIONS COMMITTEE.

- Identify technology that can be developed, manufactured and utilized in the country.
- Identify, collate and document technology and inventions that are developed in the nation, especially those developed by students and alumni of the College.
- Support, promote and facilitate funding of research and development for inventions, science and technology projects in the College, other tertiary institutions, our alumni members and by other individual Nigerians.
- Facilitate the preparation of feasibility and viability analysis of such technology for the purpose of development and production.
- Facilitate the procurement of finance for technology and inventions.
- Facilitate the Association's interaction with national and international organizations on technology and invention.



17. PROJECTS AND CONSULTANCY SERVICES COMMITTEE.

- To register members as consultants and to facilitate the utilization of their professional services under the consultancy services subsidiary of the Association.
- To promote joint consultations, business networking and good mutual relationship among members and their establishments.
- To identify areas of partnership and joint ventures on projects and consultancy services with members and affiliates, associates and others corporate agencies.
- To facilitate growth and prosperity of the Association through business support and other consultancy services, construction and allied projects on short-term, medium and long-term basis.
- To facilitate the establishment of, or partner with members who are consultants, contractors, established businessmen, captains of industry and other net worth members, to establish mega construction, consultancy and allied subsidiaries.
- To cooperate with the welfare committee in facilitating the provision of social housing scheme for members.
- To promote cooperation of the construction subsidiaries of the Association with those of individual members as may be deemed appropriate and beneficial from time to time.
- To encourage and support members to establish their consultancy/other businesses, and facilitate good employment, appropriate placement and appointment of members.

CALL FOR MEMBERS TO SERVE IN ALUMNI COMMITTEE

The Association needs dynamic, resourceful and committed members to serve in the statutory committees of the Association. The Terms of Reference of the committees are as posted on the Alumni platforms. Kindly indicate your interest to serve in any committee of your choice. The chairmen of the committees will also have the privilege to serve in the Association's Joint Action Committee which, among other things, shall assist the National Executive Council in planning, prioritizing the Association's programs, The Association has 17 statutory committees with different Terms of Reference which, to a very large extent has covered most of the anticipated activities of the Association. The National Executive



Council has thrown it open to all members to go through the Terms of Reference and indicate their interest to serve in committees of their choice. This includes members outside Lagos or in the Diaspora. This is to ensure that all members, irrespective of their location can serve the Association to the best of their ability. Please note that each committee will be given all the encouragement and logistics support required to succeed in its tasks. In view of the curtailed solvency of the Association at this inception, committees will be expected to prioritize activities and projects that will be revenue generating or self-sustaining, to avoid destabilizing queues or incapacitation of some committees. We like all members to know that the committees are the pillars upon which the EXCO will build the Association upon.