



Canadian Association of Research Administrators

Certificate Graduates Alumni Group

Mandate

As graduates of the Research Administration Certificate, Certificate in Research Administration and Certificate in Research Management, graduates play an important role in the success of their professional community and association. The CARA Certificate Graduates Alumni Group will champion formal, evaluative professional development, playing a vital role in promoting the advancement of the profession through education. In addition, all alumni, along with current students, are encouraged to serve as Program Ambassadors to promote the enrollment of students into the [Research Administration Certificate](#) offered in partnership with Mohawk College Applied Arts in Technology in Hamilton, Ontario.

Membership

The membership is comprised of all CARA members who have graduated from the Research Administration Certificate, the Certificate in Research Administration and/or the Certificate in Research Management. The Group is chaired by a member appointed by CARA, who shall be responsible for interaction between the Executive Committee and the Group.

Function/role

Group members are given a mandate by the CARA Executive to:

- Assist CARA to identify ways to recognize and celebrate graduates
- Advise CARA on ways to increase enrollment and graduation rates
- Advise CARA on ways to promote fundraising for the Dr. Frances Chandler Bursary
- Assist CARA in promoting mentorship recruitment for current students
- Attend all scheduled meetings of the Group
- Champion the Research Administration Certificate
- Assist in other ways as appropriate

Group members are also encouraged to:

- Serve as mentors to current students
- Volunteer in any capacity with CARA
- Act as visible leaders at the annual conference by volunteering to greet members at the CARA booth and the reception, as well as moderate and/or lead a presentation, attend gatherings of alumni and/or serve as a poster judge
- Promote CARA membership

Meetings

The Alumni Group will convene at least once annually, via teleconference. Meetings will be held, at minimum, once per year and dates will be based on availability of members. Additional meetings may be scheduled on an as need basis at the discretion of the Chair.