



ASPY Alumni

Special Committees

Mandates, Missions, Deliverables and Reporting Requirements

Introduction

In accordance with Article XI of the Constitution and following the resolutions of the General Assembly, the following Special Committees are hereby established to support the creation and operationalisation of ASPY Alumni.

Each Committee shall mobilise volunteer members of ASPY Alumni and other persons whose expertise may contribute to the successful fulfilment of its mission.

All Committees shall submit progress reports to the Executive Committee at least once every month, or more frequently when required. These reports shall enable the Executive Committee to monitor progress, provide guidance, remove obstacles, and make any necessary adjustments.

1. Mentorship Committee

Committee Head: Roy Arthur Ngansop

Duration: 20 June 2026 – 30 September 2026

Mission

The Mentorship Committee is responsible for designing the ASPY Alumni Mentorship Framework and laying the foundations for a sustainable mentorship ecosystem linking Aspians and ASPY Alumni.

The Committee shall propose:

- The objectives and philosophy of the ASPY Mentorship Programme;
- The eligibility criteria for mentors and mentees;

- The mentor-mentee matching process;
- The expected duration and structure of mentorship engagements;
- Key performance indicators and success criteria;
- Mechanisms for monitoring and evaluating mentorship relationships;
- A code of conduct for mentors and mentees;
- Procedures for resolving mentorship challenges and disputes.

The Committee shall specifically define:

- What constitutes a successful mentorship relationship;
- What constitutes an unsuccessful mentorship relationship;
- How success shall be measured and reported;
- How the programme can eventually scale to serve all Aspians requesting mentorship.

Deliverables

By 30 September 2026, the Committee shall submit:

- The ASPY Alumni Mentorship Framework;
 - Mentor registration procedures;
 - Mentee registration procedures;
 - Monitoring and evaluation mechanisms;
 - Recommendations for implementation beginning October 2026.
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2. Official Launching Committee

Committee Head: Mih Njua Odette

Deputy Committee Head: Angu Abongwa / Fonteh Bonaventure

Duration: 20 June 2026 – 30 September 2026

Mission

The Official Launching Committee is responsible for conceptualising and designing the Official Launching of ASPY Alumni, scheduled for January 2027.

The Committee's mission is not merely to organise a ceremonial event, but to design the first major strategic convention of ASPY Alumni and establish a framework for shaping the Association's long-term future.

Inspired by the preparatory approach used during the Second Vatican Council (Vatican II), the Committee shall propose a process whereby preparatory documents are developed and circulated before the Launching, enabling meaningful discussions and informed decision-making during the event itself.

The Committee shall propose:

- The official theme of the Launching;
- The preferred date and venue;
- The overall event structure and programme;
- Categories of participants and invitees;
- Sponsorship and partnership opportunities;
- Communication and branding concepts;
- Preparatory discussion documents to be circulated before the event.

The Committee shall also identify and propose companies, institutions, alumni, students, and other stakeholders with whom ASPY Alumni should engage in order to better understand their challenges, expectations, and opportunities for collaboration with the Association.

These findings shall help shape discussions during the Launching and inform the future strategic orientation of ASPY Alumni.

Proposed Event Structure

Day 1 – Saturday Morning

Strategic Convention

Participants shall include:

- ASPY Alumni;
- Aspians;
- Polytechnic Leadership;
- Companies employing ASPY Alumni;
- Public Institutions;
- Development Partners;
- Other invited stakeholders.

The session shall focus on:

- Presentation of ASPY Alumni's mission;
- Presentation of challenges facing Polytechnic and Aspians;
- Presentation of challenges facing employers and industry;
- Workshops and brainstorming sessions;

- Drafting of ASPY Alumni's Ten-Year Vision;
- Collection of recommendations and strategic proposals.

The objective is to create a shared understanding of how ASPY Alumni can contribute to students, alumni, Polytechnic, industry, and society.

Day 1 – Saturday Evening

Gala and Fellowship Night

The Gala shall serve as a celebration of ASPY Alumni and a platform for networking among alumni, friends, families, corporate partners, and invited guests.

The evening may include:

- Recognition of Founding Members;
- Awards and distinctions;
- Entertainment and cultural performances;
- Fundraising opportunities;
- Networking activities.

Day 2 – Sunday Morning

ASPY Alumni Strategic Assembly

This session shall primarily be reserved for ASPY Alumni.

Drawing from the recommendations collected during the previous day's convention, participants shall:

- Review proposals;
- Debate strategic priorities;
- Adopt resolutions;
- Define major orientations for the next phase of ASPY Alumni's development;
- Provide guidance to the Executive Committee and Board of Directors.

The objective is for the Launching to conclude with a set of concrete resolutions that will guide ASPY Alumni beyond the event itself.

Additional Responsibilities

The Committee shall:

- Draft sponsorship proposals;
- Draft partnership letters to companies;

- Draft invitation letters;
- Propose speakers and moderators;
- Propose fundraising opportunities linked to the event;
- Recommend a communications and media strategy.

The Committee shall actively recruit volunteer members and mobilise ASPY Alumni whose expertise can contribute to the successful design of the Launching.

Deliverables

By 30 September 2026, the Committee shall submit:

- A complete Official Launching Concept Note;
- The proposed theme;
- Recommended dates and venue;
- A detailed programme;
- Sponsorship packages;
- Corporate partnership proposals;
- Draft invitation letters;
- Draft preparatory discussion documents;
- A detailed budget proposal;
- Recommendations for implementation.

Upon approval of its recommendations by the Executive Committee, responsibility for execution shall be transferred to an **Organisation Committee**, which shall be responsible for implementing the approved programme and operational arrangements leading to the Official Launching in January 2027.

3. Mobilisation Committee

Committee Head: Efuet Atem

Duration: 20 June 2026 – 30 September 2026

Mission

The Mobilisation Committee is responsible for ensuring that every reachable ASPY Alumnus becomes aware of the creation of ASPY Alumni and is invited to participate in its activities.

The Committee shall lead efforts to:

- Identify and reconnect with ASPY Alumni worldwide;
- Promote membership registration;
- Encourage participation in ASPY Alumni activities;
- Promote the ASPY Strategic Master Plan;
- Recruit volunteers for committees and projects;
- Increase engagement through calls, emails, social media and direct outreach;
- Enrich and validate the ASPY Alumni database.

The Committee shall support the Executive Committee in ensuring that no ASPY Alumnus remains unaware of the existence of ASPY Alumni and the opportunities available through the Association.

Deliverables

By 30 September 2026, the Committee shall submit:

- An updated ASPY Alumni directory;
 - A mobilisation report;
 - Membership statistics;
 - Recommendations for long-term alumni engagement;
 - A roadmap for transitioning mobilisation activities to the Permanent Secretariat.
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4. Permanent Secretariat Committee

Committee Heads: Brenda Alemkeng & Blaise Fonyuy

Deputy Committee Head: Angela Tamo (ASPY President)

Duration: 20 June 2026 – 30 September 2026

Mission

The Permanent Secretariat Committee is responsible for carrying out all preparatory activities necessary for the establishment of the ASPY Alumni Permanent Secretariat.

The Committee shall:

- Coordinate the official registration of ASPY Alumni;
- Engage with Polytechnic regarding the allocation of office space for the Permanent Secretariat;
- Propose the operational framework of the Secretariat;

- Open a bank and momo account for ASPY Alumni;
- Lead the recruitment process for the Operations Director;
- Prepare the Secretariat for operational launch in September 2026.

Deliverables

By 30 September 2026, the Committee shall submit:

- A report on the registration process;
- Recommendations regarding the Secretariat premises;
- Recruitment recommendations for the Operations Director;
- An operational plan for the Permanent Secretariat;
- A Secretariat Readiness Report.

The Committee shall actively recruit volunteer members whose expertise may contribute to the successful establishment of the Permanent Secretariat.

Reporting Requirements

All Committees shall:

- Recruit and coordinate volunteer members as required;
- Meet as frequently as necessary to achieve their objectives;
- Maintain records of meetings and activities;
- Submit progress reports to the Executive Committee at least once every month;
- Present challenges, recommendations, and requests for support when necessary;
- Cooperate with other Committees whenever their missions overlap.

These Committees constitute the first operational instruments of ASPY Alumni and are tasked with laying the foundations for a strong, sustainable, and impactful Association.

Together, let's Make ASPY Alumni Great.

Efuet Atem



President

2026-06-24

Audit trail

Details

FILE NAME ASPY Alumni Committees

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STATUS TIMESTAMP 2026/06/24
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alumni@aspy.online **sent** a signature request to:
• Efuet Atem (efuetand@gmail.com)

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