

# ASSOCIATE ALUMNAE OF DOUGLASS COLLEGE

## AADC Board of Directors Self-Nomination Form for Board Officers or General Members

**Directions:** Use this form to self-nominate for an open board officer or a general member position. Nominations for board officers are due by November 12, 2021; nominations for general members are due by January 20, 2022.

Brief Descriptions of Open Board Officer Positions and General Members for the **July 1, 2022 – June 30, 2024** term:

**President:** Serves as the chief volunteer officer of the AADC and the principal Board contact with the Executive Director in fostering a shared vision and executing the mission of the Association. Provides leadership to the AADC Board of Directors: working with the other officers of the Association, guides its role in strategic planning, financial management, marketing and communications, development and fundraising, programs and services for alumnae, and operations and governance. Participates in and represents the Association at various meetings and events, such as those sponsored by the Association, Douglass Residential College, Rutgers University and units thereof, or other organizations as appropriate.

**VP for Administration:** Is responsible for reviewing the operations and administrative functions of the Association, in accordance with the objectives and plans of the Board of Directors. These functions include, but are not limited to, preparation of budgets and financial reports, legal and regulatory compliance, human resources, systems/database management, and governance policies.

**Treasurer:** Works closely with the Executive Director and finance/operations staff and the VP for Administration on matters related to budgets, financial reporting, and audit of financial reports. Reports to the members of the Association (at the Fall Alumnae Council meeting) on key financial results of the Association and the results of the annual audit.

**Six (6) General Members (deadline Jan. 20, 2022):** Are familiar with the AADC's mission, governance structures, strategy and objectives, and specific programs and activities. Understand the organization's finances and operations, and how they are presented in financial/operations reports. Contribute actively to discussions and decisions based on her personal background and experiences, her overall knowledge of the organization, and the facts and circumstances, and risks and opportunities, presented by the specific issue. Vote on or give guidance on decisions or actions after asking questions and listening to other points of view, and with the best interest of the AADC in mind.

*Please note: All information obtained will be maintained by Nominating Committee members with strict confidence.*

**Recommendation Date:**

**Name and Class Year of Self-Nominating Alumna:**

**This nomination is for (Check all that apply):**

VP for Development  VP for Alumnae Relations  VP for Marketing and Communications

Secretary  General Member\*

\*Note due dates for officer nominations is Nov. 12, 2021 & general member nominations is Jan. 20, 2022

**Contact Information and Employment Status:**

**Home Address, include street, city, state and zip code:**

**Home phone:**

**Cell Phone:**

**Best day & time to call:**

**E-mail address:**

**Employment status, please note either full-time, part-time or retired, as well as occupation and position title:**

**Please respond to the following questions as fully as possible. Attach additional sheets as necessary:**

1. If employed, provide a brief description of your work. If retired, provide work experience:
2. How did you learn about applying as a prospective Board of Directors candidate?
3. What are some of the reasons you should be considered as a Prospective Candidate for an AADC Board position?
4. What skills can you bring to the AADC Board of Directors?
5. Have you ever had the opportunity to participate in any Alumnae activities? If so, please list and describe the event(s):
6. If applicable, describe your activity as a member of other Associations or Boards of Directors:
7. If currently or previously involved in community activities or other volunteer experiences, briefly describe some of your activities or accomplishments:
8. Please share your personal understanding of the financial responsibility of a Board member.
9. This board requires a high level of commitment. What is your availability for Board meetings, committee meetings, and other AADC events?

10. I can contribute expertise/skills in the following areas (check all that apply):

- Public speaking  Written communication  Webmaster  Social media expertise
- Strategic planning  Legal counsel  Accounting/Finance  Human Resources
- Public relations/Marketing  Business/Retail experience  Work Group/Meeting Facilitation
- Other (please specify):

11. Please submit this form with a current CV and/or resume by regular mail to:

Associate Alumnae of Douglass College  
Attn: Chair, AADC Nominating Committee  
181 Ryders Lane  
New Brunswick, NJ 08901

You may instead submit your form and CV and/or resume documents by e-mail to:

Valerie Anderson '81, Executive Director  
vanderson@douglassalumnae.org