



October 27, 2017

Dear Alumna/Alumnus:

In preparation for the 2018 election of officers, the Nominations and Election Committee of the Alabama A&M University Alumni Association is seeking nominations for all elected offices. Elected officers will serve for a two year term. **The deadline for submissions is December 1, 2017.**

The Committee encourages all members to participate in this process. Please identify candidates with the skills and attributes required for the specific offices he/she are being nominated for. Nomination for offices can be made by chapters and individuals. Each chapter has the right to submit the name of no more than one candidate to be placed on the ballot for each office to the Committee.

The general qualifications for an elected officer of the Association are that the nominee must have been an active member* of the Association for a minimum of three consecutive years prior to the nomination and be a member in good standing with a local chapter.

In order to complete this process, first refer to the duties of the office contained in this package. Identify candidate(s) and obtain the consent of the candidate(s) for nomination. Send completed nominations forms to: AAMU Alumni Association, Inc., Nominations and Election Committee, P. O. Box 1717, Normal, AL 35762. **A photo of the nominee must be included with the completed Nomination Form.**

Nominations must be submitted via U. S. Mail (emails will not be accepted) or postmarked by December 1, 2017.

DATE	ELECTION PROCESS
December 1, 2017	Deadline for Nominations
February 5, 2018	List of nominees and a ballot will be mailed to each active member.*
February 20, 2018	Ballots returned or postmarked no later than specified date
March 5, 2018	Count ballots
March 15, 2018	Run-off ballot mailed (if necessary)
April 1, 2018	Run-off ballot returned or postmarked no later than specified date (if necessary)
April 16, 2018	Tally votes and announce election results

*** An active member for ballot purposes is one who is financial as of December 1, 2017.**

If you have any questions regarding this process, you may email your regional representative, or myself, from the Committee at the email addresses below.

Region 1 – Alabama – Darin Branch – branchdarin@gmail.com
 Region 2 – Southern – Thomas Taylor – ttaylor2@erols.com
 Region 3 – Western – Edna Mason – estewardma@aol.com
 Region 4 – South Central – Andrea Weston – a77delta@yahoo.com
 Region 6 – North Eastern – Stephanie Wilson – sswilsoncpa@hotmail.com

Sincerely,

Stephanie S. Wilson

Stephanie S. Wilson

Alabama A&M University National Alumni Association Officer Duties

President

Qualifications: Member in good standing for past three (3) years. Has experience in at least two of the following positions: Chapter President, Chapter Vice President, Chairperson of a local chapter committee, or Chairperson of a standing committee of the National Association.

Duties: Serves as Chief Executive Officer of The Association and shall be the ex-officio member of all committees except the Nominations and Election Committee. The President shall preside at all meetings of the general membership and the Executive Committee; appoint non-elected non-voting officers, committee members, and chairs and shall perform other duties as the office may require, with the approval of the Board or Executive Committee. The President shall recommend an annual budget to be approved by the Executive Committee.

Vice President

Qualifications: Member in good standing for past three (3) years.

Duties: Performs the duties of the President in his/her absence and other such duties as assigned. The Vice President shall coordinate the activities of the Regional Vice President.

Regional Vice Presidents (7 Positions Available)

Qualifications: Member in good standing for past three (3) years.

Duties: Assist the President in organizing new chapters, maintain active alumni chapters, and handle other matters pertaining to alumni in his/her region.

Recording Secretary

Qualifications: Member in good standing for past three (3) years.

Duties: Keeps complete minutes of The Association and the Executive Committee. Compile those meeting minutes and actions; and send copies to each member of the Executive Committee following each meeting. The Recording Secretary shall be responsible for all regular internal correspondence for The Association.

Financial Secretary

Qualifications: Member in good standing for past three (3) years. Proficiency in use of the financial and accounting software is helpful (Quicken Preferred). Must be bondable (at the expense of The Association).

Duties:

1. Take custody of all Association funds and makes distributions as appropriate.
2. Maintain accounts and records as required in the bylaws.
3. Make written reports of all expenditures and transaction at each Board and membership meeting.
4. Assist the President in the development of annual budgets.

Treasurer

Qualifications: Member in good standing for past three (3) years. Proficiency in use of the financial and accounting software is helpful (Quicken Preferred). Shall be bonded (at the expense of The Association).

Duties: Shall have custody of all funds of The Association and shall make disbursements in accordance with an approved budget, and as authorized by the President. The Treasurer shall be responsible for the maintenance of such accounts and records as required in the Bylaws in accordance with generally accepted accounting procedures. The Treasurer shall make a written report of all income and expenditures at each Board Meeting and at all membership meetings. The Treasurer shall assist the President in the development of annual budgets. At the expiration of the term, all records shall be delivered to the succeeding Treasurer. The treasurer shall present all records to the Audit Committee annually and upon request.

Member-at-Large

Qualifications: Member in good standing for past three (3) years.

Duties: Serves as a positive influence to The Association and the Board and attends meetings regularly. The member develops projects and programs to benefit AAMU through The Association. This may be in areas such as student recruitment, development and advancement, contributions of equipment and facilitates, faculty and staff development, fundraising, or governmental relations.

Alabama A&M University National Alumni Association--Nomination Form

President	Nominee:	Nominated by:
	Nominee's Background:	
Vice President	Nominee:	Nominated by:
	Nominee's Background:	
Regional VP	Nominee:	Nominated by:
	Nominee's Background:	

*** For nominee's background, please include Chapter affiliation, and a brief description of nominee's history and qualifications. Add pages as required**

Region 1 - Alabama

Region 2 -Southeastern (Kentucky, North Carolina South Carolina, Tennessee, Virginia, West Virginia, Georgia, Florida, Virgin Islands, Caribbean Islands, Bermuda Puerto Rico)

Region 3 - Western (California, Nevada, Oregon, Washington Montana, Indiana, Utah, Arizona, Wyoming, Colorado, New Mexico, Alaska, Hawaii)

Region 4 - South Central (Arkansas, Louisiana, Idaho, Missouri, Texas, Kansas, Mississippi)

Region 5 - Midwestern (North Dakota, South Dakota, Nebraska, Iowa, Minnesota, Wisconsin, Illinois, Michigan, Ohio)

Region 6 - Northeastern (Maine, New York, Connecticut, Massachusetts, New Jersey, Pennsylvania, Delaware, Maryland, Vermont, New Hampshire, Rhode Island, District of Columbia)

Region 7 –Africa

Recording Secretary	Nominee:	Nominated by:
	Nominee's Background:	
Financial Secretary	Nominee:	Nominated by:
	Nominee's Background:	
Treasurer	Nominee:	Nominated by:
	Nominee's Background:	
Member-at-large	Nominee:	Nominated by:
	Nominee's Background:	

*** For nominee's background, please include Chapter affiliation, and a brief description of nominee's history and qualifications. Add pages as required**