University of Maryland
School of Public Policy
Alumni Chapter Board
Call for Nomination
2013-2014

March 2013
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Introduction

■ The University of Maryland School of Public Policy (MSPP) is celebrating its 30th Anniversary and we are interested in our School continuing to produce diverse public policy professionals and highly recognized researchers.

■ Thank you for your interest in joining the MSPP Alumni Chapter Board. The enclosed presentation provides information on the board nomination process, board position descriptions, and current board needs.
Highlights of 2012 MSPP Alumni Board Activities

In 2012, the MSPP Alumni Board set the goal of strengthening the alumni network, assisting alumni with career opportunities, and increasing MSPP alumni joining the UMD Alumni Association.

Below are a few highlights of the Board's activities in 2012:

- MSPP Alumni Board Career Services Committee Chair and Board Members planned and funded School’s first Fall 2012 Career Recruitment Event at the Pew Center for Charitable Trusts matching MSPP alumni and 2013 graduating students with over 15 employers.
- Launched MSPP Alumni Chapter Board website and official communication tool to manage communications and connect the alumni community.
- Co-sponsored and funded MSPP Alumni/Graduate Holiday Party in celebration of the School’s 30th Anniversary
- Provided funding toward annual Terps on the Hill event on Capitol Hill
Current Board Needs

In looking forward to the 2013-2014 term, we seek to increase the size of the board as a means to further develop the board and fulfill our goals and initiatives.

Increase the size of the Board  Target size: 12
In early 2012, the Board gained six new board members. Currently, due to a limited amount of board members (eight), members are serving in dual roles. We seek alumni to join the Board to allow the committees to become fully functional.

Commitment to the Board
We appreciate your interest in joining the board. Please review the position descriptions and consider your availability to fully commit to attend board meetings and participate in the initiatives and activities set forth by the Board.

Advancement of the Board and Strengthening MSPP Alumni Chapter Network
Alumni or individuals with an interest in furthering the strategic direction of the board and branding of the School. (members with prior board experience, fundraising, development, or marketing experience are encouraged to apply)
**MSPP Alumni Chapter Board-Nomination Process**

- **What is the nomination process?** Individuals can be nominated or self-nominated. The following information is requested:
  - Submit a brief statement of candidacy (200 words or less highlighting your interest or objectives in serving on the MSPP Board.
  - Resume
  - Submit All Nominations and Self-nominations to MSPP Alumni Board Nominating Committee by April 30, 2013: msppalumniboard@gmail.com

- **Can I be nominated and elected to the board if I’m not located in Washington, D.C. area?** Yes, individuals outside of the Washington, D.C. area are permitted to join the board. Board meetings are held in person and via teleconference.

- **Who can sit on the board?** Alumni or any individual with an interest in the MSPP (you do not have to be an alumni to be on the MSPP board).

- **What is the length of a term for a board member?** Please refer to board descriptions.
What is the timeframe for nominations? Nomination for new board members will be held from **March 1, 2013-April 1, 2013**

When will a nominee be notified if he or she is elected? Elected board members will be notified by **May 20, 2013**.

What is the start date for new board members? Newly elected board members will **transition to the board on June 1, 2013** to overlap with current board members with an **official start on July 1, 2013**.
**Description of Positions-Officers**

- Officers serve in an Executive capacity for the Board and require the most time commitment.

**President** - Responsible for planning and providing direction to Board and Committees. Presides at all Board meetings and represents the Chapter at all School associated functions.
- Term Length: optional 2 years
- Number of hours per month: 20-25 hours

**Past President** - Serves as advisor to the Board and Chairs the Nominating Committee. Optional position to serve on UMD Board of Governor’s (UMD Alumni Association Board over entire university)
- Term Length: optional 2 years
- Number of hours per month: 10-15 hours

**Vice President** - Chairs the Program Committee. Provides planning support to the President. Assumes all duties of the President in absence of the President.
- Term Length: optional 2 years
- Number of hours per month: 10-15 hours
Treasurer- Responsible for maintaining accounts, financial records, and submitting annual budget.
- Term Length: optional 2 years
- Number of hours per month: 10-15 hours

Secretary- Responsible for scheduling board meetings, preparing minutes, maintaining records of board communications.
- Term Length: optional 2 years
- Number of hours per month: 10-15 hours
Description of Positions- Directors

**Directors At-Large:** Attend Chapter meetings and other functions. Serve on committees and task forces as determined by the Board.

- **Term Length:** Required 2 years
- **Number of hours per month:** 5-10 hours (*additional hours if Chairing a Committee)
Description of Committees

Below are descriptions of current committees on the Board.

● **Career Services Committee** – Provides career and professional development resources to current students and alumni. Plans career and professional development opportunities (etc. networking, career recruitment events, panel discussions.)

● **Membership and Marketing Committee** – Responsible for leading initiatives to increase membership of the UMD Alumni Association. Manages marketing and dissemination of MSPP alumni events to alumni network.

● **Faculty & Staff Committee** – Responsible for outreach and coordination with Faculty & Staff to build a stronger connection between students and alumni with faculty and staff.
Questions and Contact Information

We appreciate your interest in joining the MSPP Alumni Chapter Board. If you have any further questions regarding the nomination process or the alumni board please email the following:

MSPP Alumni Chapter Board, ATTN: Nominating Committee:
msppalumniboard@gmail.com