University of Maryland
Philadelphia Network Board
Call for Nominations
2018-2019

April 2018
Table of Contents

• Introduction
• Current Board Needs
• Nomination Process
• Nomination and Election Timeline
• Board Position
  – Term Length and Level of Effort
• Questions & Contact Information
Introduction

Thank you for your interest in joining the Philadelphia Terps Alumni Network Board. The enclosed presentation provides information on the Board nomination process, Board position descriptions, and current Board needs.

Become a member of the Philadelphia Terps Alumni Network Board and play a leadership role in our vibrant organization. You will enjoy working alongside various generations of Maryland alumni to engage fellow Terps. Candidates are selected each June for 2-year terms.

TO APPLY:

Please review the criteria and commitments and fill out this form: https://goo.gl/forms/U08Ktdemr4D09qgt1
Introduction

Roles:
• Be an Ambassador on behalf of the Alumni Association and the University of Maryland
• Provide leadership to increase alumni engagement within your region, school/college, affinity, or special interest network
• Direct and manage the local strategic plan for Alumni Association outreach, engagement, network governance, and budgeting
• Gain exclusive access to Alumni Association events and free attendance at select events
• Provide input to Alumni Association staff on programming in your area, including professional development, social, and signature events
• Network and connect with local community members and businesses

Responsibilities:
• Attend Network Board meetings (6-10 meetings/year)
• Be in good standing as a member of the Alumni Association
• Represent the University at local Alumni Association events
• Connect and help recruit prospective students
• Help plan and promote University and the Alumni Association programming that will enhance the student and/or alumni experience to help build a more connected and engaged alumni community.
Current Board Needs

**Target size of the Board**
Target size: **12**

**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 The Philadelphia Network**
Alumni or individuals with an interest in furthering the strategic direction of the Board and branding of the University. Alumni with prior board experience, fundraising, event planning, development, or marketing experience are encouraged to apply.
Philadelphia Alumni Network Board: Nomination Process

What is the nomination process?
Individuals can be nominated or self-nominated. The following information is requested:

- Resume
- Submit all nominations and self-nominations to the Philadelphia Alumni Network Board Nominating Committee by May 11, 2018: https://goo.gl/forms/U08Ktdemr4D09qgt1

Can I be elected to the Board if I’m not located in Philadelphia?
Yes, individuals from the greater Philadelphia and Southern New Jersey area are encouraged to apply to join the Board. Board meetings are held in person and via teleconference.

Who can sit on the Board?
Any individual with an interest in the promoting the University of Maryland.

What is the length of a term for a Board member?
2 years
Philadelphia Alumni Network Board: Nomination and Election Timeline

What is the timeframe for nominations?
• Nomination for new Board members will be held from April 9-May 11, 2018.

When will a nominee be notified if he or she is elected?
• Elected Board members will be notified by May 22, 2018.
• New Board members will be invited to join the outgoing Board in June to meet, discuss, network and observe a Board meeting.

What is the start date for new Board members?
• Newly elected Board members will transition to the Board on July 1, 2018.
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 network at all University associated functions.
- Term Length: optional 2 years
- Number of hours per month: 10-15 hours

**Past President**- Serves as advisor to the Board and chairs the Nominating Committee
- Term Length: optional 2 years
- Number of hours per month: 10 hours

**Vice President**- 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
Description of Positions: Officers

**Treasurer**- Responsible for maintaining accounts, financial records, and submitting annual budget.
- Term Length: optional 2 years
- Number of hours per month: 5-10 hours

**Secretary**- Responsible for scheduling Board meetings, preparing minutes, managing social media accounts, and maintaining records of Board communications.
- Term Length: optional 2 years
- Number of hours per month: 5-10 hours
Description of Positions:
Directors

**Board Members At-Large** - Attend network meetings and other functions. Serve on task forces as determined by the Board.
- **Term Length:** 2 years
- **Number of hours per month:** 3-5 hours
Questions and Contact Information

We appreciate your interest in joining the Philadelphia Terps Alumni Network Board. If you have any further questions regarding the nomination process or the Alumni Board please email the following:

Jen Coatsworth, Philadelphia Alumni Network Board President
seegs1313@gmail.com