

Office of Volunteer Programs

Position Description Template – CSYAP

Page 1

Interest Area*

- Class Programs

Community* Class of XXXX

Volunteer Position Title* Nominations Chair - Class of XXXX

Number of Seats* 1

Summary of Position* (100 words or less)

The nominations chair will execute the nomination process for the upcoming five-year cycle. The chair should be knowledgeable about the class and its history; be unbiased, have the best interests of the class in mind. Additionally, this person should be a strong leader who can delegate well; and has time to devote to running the nominations process. A past president is a strong candidate for this role. The nominations chair should not have any intention to hold an executive class officer role. Nominations chairs are most active in Year 5 of the class life cycle, beginning in June of the year prior to their reunion until July following their reunion.

Process for Filling this Position is:*

- Submission of a nomination

Position Location*

- This is a non-geographically based opportunity

Eligible Constituencies (Select all that apply)*

- Alumni

Responsible Contact

Contact Name* Staff Contact Name

Email* Staff Contact Email Address

Page 2: Talent Expectations (Skills)

Pick no more than 2-3 skills in each category. Please provide job specific requirements in the spaces provided

Communicate

- Write and/or Edit
- Layout and/or Design
- Speak to Groups

Please describe the activities specific to this position that support your selections. *

Develop a list of qualified candidates and discuss with the nominations committee, contact nominees to review role and responsibilities, determine and finalize slate with nominations committee

Lead/Manage/Serve

- Manage Projects
- Serve on a Committee or Board
- Lead a Group

Please describe the activities specific to this position that support your selections. *

Coordinate and execute the nominations process, including appointing the nominating committee, review of the class constitution, identify class leadership, approaching nominees and finalizing the slate of candidates.

Build/Maintain Relationships

- Represent Cornell
- Engage Individuals

Please describe the activities specific to this position that support your selections. *

Solicit nominations for executive class officer roles, attend CALC, NOLT webinars and meetings as determined by class president.

Page 3: Industry/Area of Expertise

Choose up to 3 (Optional) – N/A

Page 4: Time and Philanthropic Expectations**Average Time Commitment***

- 1-2 hrs/month

Duration (for short-term opportunities)*

- Not Applicable

Term of Office (for appointed/nominated positions) *

- 5 Years

Number of Terms of Office *

- 2 Terms

Hiatus Required? *

- No

Yearly Philanthropic Expectations*

- Make a gift to Cornell at a level of individual comfort

Dues Required*

- Organizational dues are required

Does this position require meeting attendance? *

- Yes
- No

If yes, please elaborate

(Choose as many as apply)

- Meetings on campus
- Meetings off campus
- Meetings via conference call

Off Campus meeting locations:

CALC in January.

How many meetings per year?*

- 2x per year

If there is other meeting information, please explain:

Conference calls with class executive committee as determined by class president; conference calls with nominations committee