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
  o Manage Projects
  o Serve on a Committee or Board
  o 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, identity class leadership, approaching nominees and finalizing the slate of candidates.

Build/Maintain Relationships
  o Represent Cornell
  o 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*
  o 1-2 hrs/month

Duration (for short-term opportunities)*
  o Not Applicable

Term of Office (for appointed/nominated positions) *
  o 5 Years

Number of Terms of Office *
  o 2 Terms

Hiatus Required? *
  o No

Yearly Philanthropic Expectations*
  o Make a gift to Cornell at a level of individual comfort

Dues Required*
  o Organizational dues are required

Does this position require meeting attendance? *
  o Yes
  o 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