

## Cornell Alumni Association

### Call for Nominations

**Date:** xx/xx/xxxx

**To:** Cornell Alumni Leadership

**CC:** FYxx Nominations Committee

**From:** xxxx, CAA Nominations Committee Chair

**Re:** Call for Nominations for FYxx+1 Cornell Alumni Association Board Members

**ACTION REQUIRED BY xx/xx/xxxx**

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The purpose of the Cornell Alumni Association is to promote the interests of Cornell University and to foster among its alumni a sentiment of regard for each other and attachment to their Alma Mater. The Association serves as the general alumni association of Cornell University.

With FYxx activities under way, it is time to identify and nominate potential candidates for FYxx+1 Association vice presidents and directors.

Per Article VI, Section 1.a. of the Association's bylaws, the nominations committee is charged with the responsibility for selecting qualified candidates for each of the following positions for FYxx+1:

- Vice President (*state how many*)
- Director-at-Large (*state how many*)
- Director-from-the-Regions (*specify open region positions*)

Candidates should meet the following criteria:

- Vice President - must be or have been an Association Director (Bylaws VII, 4)
- Director-at-Large - should have volunteer management experience with Cornell or other organizations
- Director-from-the-Region - should have served on a Cornell regional club board in some capacity for at least two years and have volunteer management with Cornell or other organizations

Potential candidates should demonstrate: People Skills, Knowledge of the Organization, Strategic Thinking and Results Generation. The attached document describes these **key leadership characteristics** and provides additional information on requirements and duties for each position. Please review the skills, leadership characteristics, interests, and Cornell experience of alumni you are familiar with, and use the attached form to recommend appropriate candidates.

THANK YOU FOR HELPING US TO IDENTIFY CANDIDATES WHO CAN PROVIDE LEADERSHIP EXCELLENCE FOR CORNELL IN THE COMING YEAR!

## NOMINATIONS INSTRUCTIONS

- The deadline for submitting recommendations is xx/xx/ 20xx.
- Please complete a nomination form for each recommended candidate for the Association's vice presidents and directors for FYxx+1.
  - Provide the candidate's name, address, phone, and e-mail.
  - Include all positions the candidate is being nominated for on the same form.
  - Provide some brief background information explaining why the person is appropriate for the office - for example, Cornell experience, leadership characteristics, etc.
- Use additional nomination forms as necessary to nominate additional candidates.
- Please send the nomination form to the nominations committee chair by xx/xx/20xx.

## NOMINATION PROCESS NOTES

- A summary of the Association's nominations process is included in the attached document.
- Questions about eligibility, duties of office, or the process the nominations committee follows can be directed to the nominations committee chair.
- The information supplied by the candidates, and the feedback on the candidates supplied by others during the nomination process, is regarded as highly confidential information. It is not shared outside the committee, and it is not saved from year to year. In order to preserve the confidentiality and integrity of our process, questions, concerns, or feedback about individual candidates that arise outside of the formal feedback process must be directed to the nominations committee chair. Please respect that members of the nominations committee are duty-bound not to discuss information related to individual candidates!

Link to survey monkey or other online submission process

**NOMINATION FORM**  
**CORNELL FYXX+1 VICE PRESIDENT AND DIRECTOR**

1. Potential Candidate Information

Candidate's Name	Candidate for Position(s)	Contact Information
	List all:	Address:  Email:  Phone:

2. Nominator Information

Nominator's Name	Position (if any) in Cornell	Submitted on (date)

3. Provide **brief** background information about the leadership characteristics (people skills, knowledge of the organization, strategic thinking and results generation) or other skills this candidate possesses. Please limit this information to one page.

4. Email this form to:

xxxxx, Nominations Committee Chair

Email: xxxxx@Cornell.edu

Phone: 123-456-7890

**Nominations are due by xx/xx/20xx**

## Nomination Process

Here is a summary of the nominations process that results in the slate of candidates being announced each year:

- A call for recommendations for candidates is made to the Cornell alumni community and Alumni affairs staff; candidates are identified.
- After the committee's initial review of candidates, those selected for consideration are verified by the nominations committee for their eligibility and willingness to serve.
- The nominations committee chair provides the candidate's information to each nominations committee member.
- Each representative separately evaluates the information, rating each candidate for each position according to criteria determined by the committee. Results are recorded on a ballot, which is turned in to the nominations committee chair.
- The nominations committee chair compiles the results of each ballot and distributes the results to the committee.
- The committee meets via teleconference to create a draft of the slate.
- The committee meets via teleconference again and determines the final slate by consensus.
- The nominations committee chair notifies all candidates, both those selected for the slate, and those who are not. Feedback from the committee is provided.
- The final slate is announced to the board of directors at the Spring Association Board meeting.

Questions about eligibility, duties of office, or the process the nominations committee follows can be directed to the nominations committee chair.

The information supplied by the candidates, and the feedback on the candidates supplied by others, is regarded as highly confidential information. It is not shared outside the committee, and it is not saved from year to year. In order to preserve the confidentiality and integrity of our process, questions, concerns, or feedback about individual candidates that arise outside of the formal feedback process must be directed to the nominations committee chair. Please respect that members of the nominations committee are duty-bound not to discuss information related to individual candidates!