

## **Alumni Association Board of Directors Application Form**

**DEADLINE: October 15**

### **INTRODUCTION**

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The University of New Orleans Alumni Association (UNOAA) promotes the long-term welfare of the University and serves as the vehicle through which all university alumni, friends, and community members can support UNO.

We are seeking talented leaders to serve on the Association's Board of Directors to represent our diverse alumni population and to increase alumni engagement and support the University's strategic goals.

- Student Success (recruiting and retaining students)
- Building positive awareness of the successes of the University of New Orleans and its alumni
- Alumni identification, cultivation, and involvement
- Advocacy

### **QUALIFICATIONS**

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Candidates should meet several of these qualifications:

- University of New Orleans alumnus/na (minimum of 12 credit hours)\*
- Must be registered in the *UNO Alumni & Friends Online Community* (Sign up now at [UNOAlumni.com](http://UNOAlumni.com))
- History of financial support to the University (gifts, giving societies, etc.) – and willingness to demonstrate financial support within the year of board service
- Experience with non-profits, board service, fundraising, event planning, etc.
- Availability and interest in serving and engaging in UNOAA activities and board meetings
- Willingness and ability to identify and recruit alumni members and volunteers
- Willingness to identify and recruit potential donors or sponsors
- Demonstrated advocate for the University
- Willingness to openly interact and engage students and other fellow alumni
- Past volunteer for University events and programs
- Leadership experience

\* *Non-alumni may be considered for Committee Chair positions based on level of relevant experience.*

### **EXPECTATIONS**

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The UNO Alumni Association is a volunteer-driven 501(c)3 organization led by a volunteer Board of Directors. Our success depends on the personal commitment and active involvement of the individuals who embrace the privilege to serve and the responsibility to lead. Board members agree to support the University of New Orleans and the Alumni Association, to uphold the association mission and to meet these responsibilities and expectations detailed below:

#### ***Advocacy and Personal Involvement***

- Serve as university and association ambassadors by staying well informed and helping broadcast the university's mission, successes, strategies, programs, strengths and needs
- Attend 4 pre-scheduled board meetings per year
- Actively participate in meetings and discussions; provide to insure association plans and programs will best leverage limited resources and most effectively achieve UNO and association goals
- Actively participate on at least one standing committee

- Support, promote and attend association initiatives and events
- Proactively volunteer your expertise, time, and/or support where needed
- Recruit alumni as association members, committee members, and volunteers
- Promote and attend university events
- Inform UNO board leaders and staff of issues impacting or of interest to alumni
- Identify new potential board and committee candidates to represent the alumni effectively

#### ***Financial Support***

- Make a significant *personal* leadership gift annually. Our goal is 100% board participation; you determine the level at which you are able to participate.
- Help identify and recruit potential donors and sponsors

## **PROCESS**

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The process to become a board member is as follows:

1. Register in the ***UNO Alumni and Friends Online Community*** at [www.unoalumni.com](http://www.unoalumni.com). (***Secure & Free!***)
2. Have made (or will make) a financial contribution *at any level to any University fund within the year*.
3. Submit Board Application with a copy of your résumé and statement of purpose **by October 30**. You will receive confirmation of your submission within 24 hours.
4. All applications will be reviewed by staff to confirm candidates meet eligibility requirements.
5. The Association's Nomination Committee will contact candidates to set up interviews as appropriate.
6. The Nomination Committee will develop a slate of candidates for ratification by the Board of Directors at its October board meeting.
7. Candidates will be notified once the slate is approved by the Board of Directors. New board members will be encouraged to join existing committees to shadow the current board for orientation purposes and to allow a smooth board transition.
8. The Board of Directors will be introduced at the association's Annual Holiday Soirée in December. Prior to the Soirée, the new board members will be invited to a joint meeting of all current and new members.
9. Board terms officially begin on January 1.

## **POSITIONS & TERMS**

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**1 President-Elect** (1-year term succeeded by 1-year term as President)

**1 Treasurer** (1-year term)

**1 Secretary** (1-year term)

**4 Committee Chairman** (1-year term)

Membership

Program/Events

Communications

Student Success

**5 At-Large Director** (2-year term)

**1 College Representative** (2 year term; must have degree from applicable college.)

College of Business Administration

College of Liberal Arts, Education, and Human Development

College of Engineering

College of Science

**1 University President's Representative** (1-year term)

**1 Faculty Senate Representative** (1-year term)

***Deadline: October 15***



**ALUMNI BOARD OF DIRECTORS APPLICATION**

PLEASE TYPE OR PRINT CLEARLY

- Feel free to use a separate sheet of paper -

**Full Name** \_\_\_\_\_

*(Please provide name as student if different)*

**Home Information:**

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Cell Ph. \_\_\_\_\_ Home Ph. \_\_\_\_\_ E-mail \_\_\_\_\_

**Work Information:**

Employer \_\_\_\_\_

Title \_\_\_\_\_ Profession/Industry \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Ph. \_\_\_\_\_ E-mail \_\_\_\_\_

**Education:**

Year(s) of attendance at UNO: \_\_\_\_\_

**Please list each UNO degree beginning with most recent:**

**Degree(s)** (e.g. BA, MS)

**Major(s)** (e.g. Accounting, Urban Planning)

**Graduation Year(s)**

\_\_\_\_\_

\_\_\_\_\_

**Board position(s) sought:** \_\_\_\_\_

Would you consider other board positions? '  V  'No' Would you consider serving on a committee? '  V  'es/'

Please list committee preferences: \_\_\_\_\_

*(Membership, Programs, Student Success, Communications)*

**If nominated, what will you contribute to the Board?** \_\_\_\_\_

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**What professional skill set, experience or characteristics do you possess and how will it benefit the Alumni Association?**

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**Professional Accomplishments** \_\_\_\_\_

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**Please list boards/committees on which you've served, when and in what capacity.**

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**Please describe relevant leadership experience and/or experience motivating others.**

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**Please describe relevant civic/community volunteer experience.** \_\_\_\_\_

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**What was the highlight of your student experience at UNO?** \_\_\_\_\_

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**Please list extra-curricular activities or organizations in which you were involved as a UNO student.**

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**Do you know other UNO alumni in your network? Socially? Professionally?** \_\_\_\_\_

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**Have you ever volunteered with the UNO Alumni Association? If yes, when/how? If no, why not?**

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**When were you last on the UNO campus?** \_\_\_\_\_



**Have you attended any alumni events at UNO? If so, which ones and when? If not, why not?**

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**Why do you want to serve on the UNO Alumni Association Board?**

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**SUBMISSION PACKAGE**

Please complete the application form and include a copy of your resume/CV with your submission package.

*Please send completed materials to the attention of the  
Rachel Massey, Executive Director  
University of New Orleans Alumni Association*

**Email: [alumni@uno.edu](mailto:alumni@uno.edu)**

**Mail or Drop-off Address**  
UNO Alumni Association  
Homer L. Hitt Alumni and Visitors Center  
2000 Lakeshore Drive  
New Orleans, LA 70148

**Applications due no later than October 15**

**Questions?** Please contact the Office of Alumni Affairs by phone at 504-280-2586 (ALUM) or by email at [alumni@uno.edu](mailto:alumni@uno.edu).

*On behalf of the University of New Orleans and the University of New Orleans Alumni Association,  
thank you for applying and for your strong commitment to UNO.  
The support of alumni like you ensures a long and vibrant future for our alma mater!*