



### **NBMBAA, Philadelphia 2012- 2013 Elections**

The 2012-2013 election process will begin on December 6, 2012. Nominations will be accepted for the following positions: **President, Vice President of Administration, Vice President of Operations and Vice President of Finance.**

Candidates for the vice president positions must meet the following criteria.

- Must be an active member of the Philadelphia Chapter in good financial standing.
- Served at least one year on the Chapter's Executive Board.
- Ability to pass a criminal background check.

Candidates for President must meet all of the criteria established for the vice presidents. In addition, candidates for the office of the President must have served one year in either the role of Vice President of Administration or Vice President of Operations.

#### **Nomination Process:**

- Candidates may self-nominate or be nominated by a member of the Philadelphia Chapter in good financial standing.
- Nominations are to be submitted in writing via e-mail to [elections@nbmbaa-philly.org](mailto:elections@nbmbaa-philly.org), by 11:59 p.m., on December 12, 2012.
- If self-nominating, submit a statement of interest (specify position) and resume/bio. Candidates nominated by another member will be notified of the nomination and required to submit the required materials prior to December 15, 2012.

We are also recruiting members to serve in the following Executive Board (Chair) positions as well as committee members for all of the committees.

#### **Student Affairs and Community Relations**

All of our committees are in need of dedicated members to help us reach our goals for 2013. If you are interested in serving as a committee chair or committee member, please submit a letter expressing your desire to serve. The letter should also contain a summary of any relevant experience and what you would like to gain from this experience.

All Executive Board Members (Officers and Committee Chairs) will be required to meet the following expectations.

- Serve a two year term in specific role
- Attend monthly board meetings
- Attend monthly events/general body meetings
- Attend signature events
- Participate in community service projects and Leaders of Tomorrow programs

The following is a summary of the positions' and committees' responsibilities. If you have any questions, please direct your questions to [elections@nbmbaa-philly.org](mailto:elections@nbmbaa-philly.org).

Thank you for your membership and participation in this process.

*The Election Committee*

## **President**

- Presides at all meetings of the membership and of the Executive Committee.
- Serves as an ex-officio member of all committees, except the Nominating Committee.
- Appoints special committees as the need arises.
- Appoints the chairpersons of all committees.
- Serves as the liaison between the National Organization and the local chapter.
- Disseminates all information gathered from the National Organization and the other chapters to general membership in a timely fashion.
- Attend, or send a representative to, the quarterly board meetings at which chapter representation is mandatory.

## **Vice- President of Administration**

- Performs the duties of the President in the absence of the President, or upon the resignation of the President.
- Assists the President in the administration of the organization.
- Participates in the preparations of the Chapter's required reporting.

## **Vice-President of Operation**

- Oversees and manages the operations of the Chapter and majority of its standing committees.
- Manages the schedule of events for the calendar year and ensures that the plans and development of special events projects, programs, and meetings are successfully executed in a professional, timely and organized manner.

## **Vice President of Finance**

- Records, reconciles, reports and perform all necessary activities related to the financial activities of the Chapter.
- Manages the fundraising and finance committees.
- Develops and implements the Chapter's financial policies.
- Oversees financial auditing and reporting processes.

## **Chapter Committees**

1. **Corporate Relations:** Responsible for developing and managing relationships with our corporate partners. Prepares sponsorship packages.
2. **Programs:** To provide valuable monthly programs in an interesting format for the general meetings.

To provide a social outlet and networking opportunities to the Chapter's members. Provide an alternate-funding source through special programming.

3. **Membership:** To attract and retain members as well as maximize participation in the Chapter's activities.

4. **Employment Network:** To promote the Chapter's job board and to distribute career opportunities to the members within the region. Assist corporate partners with finding appropriate talent within our membership.
5. **Student Affairs:** To assist in developing a pipeline of future Chapter members and leaders by developing relationships and partnering with local high schools and colleges/universities. Also responsible for creating a pipeline of participants for the Leaders of Tomorrow Program.

Serves as a member of the Scholarship Committee. Participates in the fundraising process/soliciting donations for the scholarship fund.

Assists in the coordination of the banquet to honor scholarship as well as other award recipients honored by the Chapter.
6. **Communications:** Records and distributes the minutes from the Executive Board meetings.

Maintains a database containing contact and demographical data of the Chapter's membership, prospects and corporate contacts.

Provides relevant and stimulating communications through the publication and distribution of the Chapter's electronic newsletters.

Updates the Chapter's website and social media sites.
7. **Finance:** Records, reconciles, reports and perform all necessary activities related to managing the financial activities of the Chapter.
8. **Marketing & Public Relations:** Responsible for ensuring that the community is aware of the Chapter's goals and activities. Ensure consistent branding of the Chapter.
9. **Community Relations:** Develops and executes activities that impact positively upon the African American community. This can be accomplished through partnerships with other community and/or professional organizations.
10. **Fundraising:** Develops and executes strategies for raising capital for the Chapter. This includes fundraising activities and grant submissions.