

# ASSOCIATE ALUMNAE OF DOUGLASS COLLEGE

## Board of Directors Nomination Form

***Directions: Use this form to nominate an alumna to an open board position. Nominations for board officers are due by November 6, 2025, and nominations for general members are due by January 8, 2026.***

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### **Brief Descriptions of Open Board Officers for the July 1, 2026 – June 30, 2028 term**

**President:** Serves as the chief volunteer officer of the AADC and the principal Board contact with the Executive Director in fostering a shared vision and executing the mission of the Association. Provides leadership to the AADC Board of Directors: working with the other officers of the Association, guides its role in strategic planning, financial management, marketing and communications, development and fundraising, programs and services for alumnae, and operations and governance. Participates in and represents the Association at various meetings and events, such as those sponsored by the Association, Douglass Residential College, Rutgers University and units thereof, or other organizations as appropriate.

**VP for Administration:** Is responsible for reviewing the operations and administrative functions of the Association, in accordance with the objectives and plans of the Board of Directors. These functions include, but are not limited to, preparation of budgets and financial reports, legal and regulatory compliance, human resources, systems/database management, and governance policies.

**Treasurer:** Works closely with the Executive Director and finance/operations staff and the VP for Administration on matters related to budgets, financial reporting, and audit of financial reports. Reports to the members of the Association (at the Fall Alumnae Council meeting) on key financial results of the Association and the results of the annual audit.

### **Brief Description 6 General Members for the July 1, 2025 – June 30, 2028 term**

Are familiar with the our mission, governance structures, strategy and objectives, and specific programs and activities. Understand the organization's finances and operations, and how they are presented in financial/operations reports. Contribute actively to discussions and decisions based on her personal background and experiences, her overall knowledge of the organization, and the facts and circumstances, and risks and opportunities, presented by the specific issue. Vote on or give guidance on decisions or actions after asking questions and listening to other points of view, and with the best interest of the AADC in mind.

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*Please note: All information obtained will be maintained by Nominating Committee members with strict confidence.*

**Recommendation Date:**

**This nomination is for (Check all that apply):**

- ☐ **President**   ☐ **VP for Administration**   ☐ **Treasurer**  
☐ **General Member\***

**Name and Class Year of Nominating Alumna:**

**Name and Class Year of Board Member Candidate:**

*\*Please note the due date for officer nominations is Nov. 6, 2025 & general member nominations is January 8, 2026*

**Contact Information and Employment Status for Prospective Candidate**

Home Address, include street, city, state and zip code:

Telephone Numbers, please indicate contact preference of home or cellular number:

Best day & time to call:

Employment status of candidate, please note either full-time, part-time or retired:

Occupation, position title and employer:

**Please answer all that apply and the reason for nominating this Prospective Candidate for an AADC Board position. Attach additional sheets as necessary.**

How long have you known the Prospective Candidate and in what capacity?

What is the Candidate's level of involvement in Alumnae activities?

Does the Prospective candidate make a financial contribution to the AADC?

Professional career experiences. Please specify the following: Personal skill set, community or other civic involvement, other Volunteer activities, membership and other associations (Professional, Social, Honorary, Religious):

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How would this candidate enhance the AADC?

**Please submit a current CV and/or resume with completed nomination form and send to the AADC:**

Associate Alumnae of Douglass College  
Attn: AADC Nominating Committee  
181 Ryders Lane New Brunswick, NJ 08901

**You may also submit documents via e-mail to the attention of:** Executive Director Eileen M. Cotter at [ecotter@douglassalumnae.org](mailto:ecotter@douglassalumnae.org)