ASSOCIATE ALUMNAE OF DOUGLASS COLLEGE

AADC 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 20, 2026, and nominations for general members are due by January 19, 2027.

Brief Descriptions of Open Board Positions for the **July 1, 2027 – June 30, 2029** term (nomination deadline Nov. 20, 2026:)

Vice President for Development: Serves as officer responsible for ensuring the creation and implementation of a development program, including annual fund raising and other development activities, in accordance with the objectives and plans of the Board of Directors. The Vice President for Development shall work closely with the Director of Development and the AADC Annual Appeal Chair.

Vice President for Alumnae Relations: Responsible for ensuring the development and implementation of programs, services, networks and lifetime learning opportunities that represent the interests and needs of our diverse alumnae, in accordance with the objectives and plans of the Board of Directors. The Department for Alumnae Relations is also responsible for cultivating alumnae volunteers and alumnae groups and networks that support the Association's mission. Vice President for Marketing and

Vice President for Marketing and Communications: Oversees a marketing/communications program, in accordance with the objectives and plans of the Board of Directors, that describes and promotes the mission of the Association to Douglass alumnae and other interested parties and keeps alumnae informed of AADC activities, programs and events. This program includes but is not limited to Association publications, websites, social media vehicles and promotional and other public relations materials.

Secretary: The Secretary shall be responsible for recording the minutes of the Association's meetings and ensuring their accuracy. These meetings include those of the Board of Directors, the Executive Committee and the Alumnae Council. She shall oversee the orderly retention and maintenance of the records of the Association including the aforementioned minutes and related Board

6 General Members for the July 1, 2027 – June 30, 2029 term:
(nomination deadline Jan. 19, 2027):

Are familiar with the AADC's 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.

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):

- ❑ **VP for Alumnae Relations** ☐ **VP for Development** ☐**VP for Marketing and Communications**
- ❑ **Secretary** ☐**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. 20, 2026 & general member nominations is Jan.19, 2027.*

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:

E-mail address:

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):

How would this candidate enhance the AADC?

Please submit a current CV and/or resume with completed nomination form and email to ecotter@douglassalumnae.org

You may also submit documents via hard mail to:
Associate Alumnae of Douglass College
Attn: AADC Nominating Committee
181 Ryders Lane New Brunswick, NJ 08901