ASSOCIATE ALUMNAE OF DOUGLASS COLLEGE

AADC Board of Directors Self-Nomination Form

Directions: Use this form to self-nominate for 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 Description of Open Board Positions for the July1, 202 – June 30, 2029 Term
(Nomination Deadline November 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 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:

Name and Class Year of Self-Nominating Alumna:

This nomination is for (Check all that apply): ☐ VP for Alumnae Relations ☐ VP for Marketing and Communications ☐ VP for Development ☐ Secretary ☐General Member*

Contact Information and Employment Status:

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

Home phone: **Cell Phone:**

Best day & time to call:

E-mail address:

Employment status, please note either full-time, part-time or retired, as well as occupation and position title:.

Please respond to the following questions as fully as possible. Attach additional sheets as necessary:

1. If employed, provide a brief description of your work. If retired, provide work experience:

2. How did you learn about applying as a prospective Board of Directors candidate?

3. What are some of the reasons you should be considered as a Prospective Candidate for an AADC Board position?

4. What skills can you bring to the AADC Board of Directors?

5. Have you ever had the opportunity to participate in any Alumnae activities? If so, please list and describe the event(s):

6. If applicable, describe your activity as a member of other Associations or Boards of Directors:

7. If currently or previously involved in community activities or other volunteer experiences, briefly describe some of your activities or accomplishments:

8. Please share your personal understanding of the financial responsibility of a Board member.

9. This board requires a high level of commitment. What is your availability for Board meetings, committee meetings, and other AADC events?

10. I can contribute expertise/skills in the following areas (check all that apply):
☐ Public speaking ☐ Written communication ☐ Webmaster ☐ Social media expertise
☐ Strategic planning ☐ Legal counsel ☐ Accounting/Finance ☐ Human Resources
☐ Public relations/Marketing ☐ Business/Retail experience ☐ Work Group/Meeting Facilitation

☐ Other (please specify):

Please submit this form with a current CV and/or resume via email to:
Eileen M. Cotter, Executive Director
ecotter@douglassalumnae.org

or by regular mail to: Associate Alumnae of Douglass College
Attn: Chair, AADC Nominating Committee
181 Ryders Lane
New Brunswick, NJ 08901