**NOMINATIONS FOR**

**THE NEW YORK ALUMNI CHAPTER LEADERSHIP BOARD**

The New York Alumni Chapter Leadership Board is announcing a call for self-nominations for new board members. Nominations will be accepted until November 1. The selections for new board members from the nominations will be announced November 15, with the first board meeting of the new board coinciding with the last board meeting of the present board in early December.

**How to Self-Nominate**

**Self-nomination is simple. If you’d like to be a part of the Leadership Board, submit your Name, College and Graduation Year along with a Description of your work, your past alumni involvement (with this or another CMU chapter), and your goals for being a part of the Leadership Board. Use *[link]* to submit your self-nomination by November 1, 2011.**

**Term & Expectations**

All board members are expected to serve for a minimum of two (2) years, and may remain on the board for additional terms. The board holds monthly board meetings in Manhattan with a call-in option, board members are expected to attend a majority of the meetings with a preference for in-person attendance. Additionally, the board organizes an average of 2-3 events per month, with board members expected to attend at least four (4) events per year as a representative of the board as well as an alumnus. All board members should support, and actively promote, the Loyal Scot Program.

**Officers & Roles**

Officers of the board will annually selected by the board. In addition to the officers, there are several roles to fill as representatives of special interest groups and to facilitate events. The offices are:

* President
* Vice President
* Secretary/Treasurer
* Events Chair
* Communications Chair

The additional roles envisioned are:

* Loyal Scot Liaison
* Events Coordinators
	+ Young Alumni
	+ Entrepreneurs
	+ Arts & Culture
	+ Faculty Speakers
* Communications Coordinators
	+ Website Liaison
	+ Social Media Liaison
* Representatives
	+ Tepper
	+ Heinz
	+ NYDAC

Individual board members, including officers, may fill multiple roles. If you have ideas for another role that you would like to fill, we welcome all input.

**Duties of Officers**

* **President**
	+ Prepare monthly agendas and run board meetings. Work and communicate with Alumni Relations and other Alumni Chapters. Participate in quarterly leadership conference calls.
* **Vice President**
	+ Assist in preparing monthly agendas and running meetings. Act as president if need arises.
* **Secretary/Treasurer**
	+ Maintain meeting minutes and work with CMU staff to maintain chapter budget.
* **Events Chair**
	+ Work with the Event Coordinators, the Board and CMU staff to plan chapter events. Maintain a list of area volunteers. Work with the Communications Chair on event publicity.
* **Communications Chair**
	+ Work with Communications Coordinators, the Board and CMU staff to develop chapter communications to publicize events and initiatives via the chapter website, mailings, email, social media and other online venues.

**Description of Roles**

* Loyal Scot Liaison
	+ Oversee efforts to promote the Loyal Scot Program to alumni.
* **Events Coordinators**
	+ **Work with the Events Chair, volunteers, and CMU staff to plan events targeting specific topics or groups (e.g. Young Alumni, Entrepreneurs, Arts & Culture, Faculty Speakers)**
* Communications Coordinators
	+ Work with the Communications Chair, volunteers, and CMU staff to publicize chapter and university events and initiatives for the NY metro region.
* **Representatives**
	+ Work with the other NY alumni clans (Tepper, Heinz, NYDAC) to co-plan events of interest to those groups and general alumni. Keep network events for chapter planning.

**A Note from the Chapter President**

This year marks the end of a two-year term for the New York Alumni Leadership Board. Over the past two years, we have seen increased participation in numerous arts, networking and educational events, and we look forward to continuing this trend. We've connected with alumni on Facebook and through weekly emails to all those alumni registered in the online directory.

I would like to take this opportunity to thank everyone who has participated or assisted in the planning of our events and programs over the past two years - it has been an exciting opportunity for me to work with and reconnect with so many of fellow Tartans. I look forward to your input in planning many new events with something for everyone in the New York City area!

Please feel free to contact me if you have any questions.

- Kevin O’Brien (CIT'00, CIT'01), Chapter President