

BEREA COLLEGE

Office of Alumni Relations

Nominating Procedures for the Young Alumni Advisory Council



Berea College Office of Alumni Relations
CPO 2203
Berea College
Berea, Kentucky 40404
(859) 985-3104
E-mail: mae_suramek@berea.edu

YAAC Member Nomination Procedures

General Criteria:

- The nominations are reviewed by the Young Alumni Advisory Council Nominating Committee.
- Nominations will be carried over for three years, if not selected the first year of nomination consideration.

Nomination Process:

1. Nomination packets to include Nomination Form and Volunteer Responsibilities will be available on-line.
2. Solicitations for nominations will also be made through the Alumni E-newsletter, the Berea College Magazine, at Chapter meetings and through other appropriate means of communications.
3. At the given deadline, all Nomination Forms will be reviewed for completion by the Alumni Director.
4. All nominees will be sent a Nominee Questionnaire and Resume/Vitae Request and Volunteer Responsibilities to be completed and returned to the Alumni Association by a given deadline.
5. Any needed additional research will be conducted by the Prospect Development/Research department.
6. All nomination materials will be compiled and sent to members of the nominating committee for review and selection by use of a Nomination Rating Form.
7. Nominating committee will meet during Homecoming to review final ratings and make final selections.
8. Letter of Congratulations sent to selected YAAC members.
9. Letter of Regret and sent to all nominees who were not selected.
10. Names of nominees who were not selected will remain under active consideration for a period of 3 years from the date of his/her nomination.

Nomination Form

Any interested person may submit a nomination for YAAC vacancies. Because evaluations are based solely on the written nomination, nominators will want to ensure that submitted materials adequately describe the nominee's qualifications for the award.

All nominations should include: (1) a Nomination Form; and (2) a one-page Nomination Letter describing the qualifications that make the nominee suitable to serve on the Council; (3) a signed copy of the Position Description.

- The nominations are reviewed by the Young Alumni Advisory Council Nominating Committee.
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Name of Nominee: _____

Date of graduation/attendance: _____

Address: _____

Home telephone: _____

Business telephone: _____ E-mail address: _____

Name of Nominator:

Address:

Home telephone:

Business telephone: _____ E-mail address: _____

Please send all nomination materials to: Mae Suramek, Berea College Office of Alumni Relations, CPO 2203, Berea, KY 40404

Nominee Questionnaire and Resume/Vitae Request

Date: _____

Name of Nominee: _____

Class Year: _____ Occupation: _____

Please explain why you want to serve on the Young Alumni Advisory Council.

Please describe your past commitment and contributions to Berea.

Please explain how the education you received at Berea College has impacted your life.

Please write a few sentences reflecting your views about the contemporary Berea.

Please list any skills or experience that you have that would be valuable in your role as a YAAC member.

If available, please include a copy of your resume or vitae. The Nominating Committee of the Young Alumni Advisory Council meets annually during the fall to review nominations. If you have any questions regarding this questionnaire please contact:

*Mae Suramek
Office of Alumni Relations
CPO 2203
Berea, KY 40404
(859) 985-3105
E-mail: mae_suramek@berea.edu*

Position Description: Young Alumni Advisory Council Member

Adopted 2/9/2005 by the Young Alumni Advisory Council

1. Provide vision, guidance and direction for the Young Alumni Program.
2. Personally support the college with an annual financial contribution.
3. Give a good faith effort to attend all YAAC meetings.
4. Assist in a variety of fundraising efforts.
5. Plan and coordinate Young Alumni Gatherings in local areas.
6. When possible, should attend Berea College related events, such as chapter meetings, alumni get-togethers, Homecoming and campaign events.

I understand and have received a copy of the Position Description.

Signed: _____

Date: _____

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