NORTHWESTERN ALUMNI ASSOCIATION  
NAA Board Nomination 2014 Submission Form

Please complete the following form to apply for (or to nominate someone else) for a Northwestern Alumni Association (NAA) Board Position (Director-at-Large or Regional Director) for terms beginning September 2014.

If additional materials are submitted (i.e. resumes, articles, lists of references, etc.), it is recommended that they be no more than three pages in length.

NOMINATIONS MUST BE RECEIVED NO LATER THAN JANUARY 3, 2014.
Directors-at-Large

Job Description
Serve as a chair or co-chair of a standing committee as appointed by the President. They implement assignments to achieve committee objectives that support NAA strategic goals. Responsibilities include, but are not limited to, organizing, coordinating and hosting phone conferences on a monthly basis, and working with the committee’s liaison from the NAA Staff. They make recommendations to the NAA Board on how to support strategic plan goals. Each NAA Board member is expected to support the University financially to the best of his/her ability, making Northwestern a personal philanthropic priority.

Estimated Time Commitment
Board Meetings: 2 days/twice a year
Board Telephone Conference Calls: 1 hour monthly
Committee Prep/Staff interaction: 2 hours/month
Committee Meetings: 1 hour/month.
Committee work--Variable, but up to several hours per month
Reports: 1 hour/twice a year
Special Projects: Variable—may be nothing or several hours per month

Regional Directors

Job Description
Serve as the hands-on active link between the region they serve, the NAA Board, and NAA staff. Their constituents include but are not limited to the NAA officers and board, club volunteer leaders, young alumni, alumni regents, national and spirit clubs, and the alumni admissions council director in their region. Regional Directors serve as mentors and offer guidance to local club presidents and the club board. They make recommendations to the NAA Board on how to support the local clubs and organizations in their efforts to increase engagement within the region. Regional Directors may also be asked to chair an NAA committee. Each NAA Board member is expected to support the University financially to the best of his/her ability, making Northwestern a personal philanthropic priority.

Estimated Time Commitment
NAA Board Meetings: 2 days/twice a year
Club Board Telephone Conference Calls: 1 hour monthly/club and in person once each year
RD Conference Calls: 1 hour/8-10 times a year
Board Telephone Conference Calls: 1 hour monthly
Mentoring Local Club Leaders: As needed with each club throughout the year
Staff Interaction: As needed throughout the year
Attendance at region’s club events: Variable and discretionary
NAA Standing Committees: membership on, or occasionally chairing, a committee is optional. See time commitment above.
Are you completing this application as a self-nomination or to nominate someone else?

☐ Self-Nomination
☐ Nominate someone else

**Nominator’s Information**

*If you are nominating someone else for a Board position, please complete the following information about yourself:

What is your name (non-applicant who is nominating someone else)?

__________________________________________________________________________________________________

What is your relationship to the person you are nominating?

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

What is your preferred email address and telephone number?

__________________________________________________________________________________________________

**Please complete the applicant’s personal information**

*NOTE: if you are nominating someone other than yourself, please complete as much information as you know about the other person. If you do not know, “unknown” for those questions that require mandatory answers.

Applicant's Full Name (First Name, Middle Initial, Last Name):

__________________________________________________________________________________________________

Applicant's Home Mailing Street Address:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Applicant's Mailing Address City, State and Zip Code:

__________________________________________________________________________________________________

Applicant's Preferred Email Address: ______________________________________________________________

Applicant's Preferred Telephone Number: ______________________________________________________________
From which School did the applicant earn their Northwestern degree? (If more than one degree, check all that apply)

- Bienen School of Music
- School of Communication
- Medill School of Journalism
- McCormick School of Engineering & Applied Science
- School of Education and Social Policy
- Weinberg College of Arts and Sciences
- Feinberg School of Medicine
- Kellogg School of Management
- Law School
- School of Continuing Studies
- Other ________________

What is the applicant's Northwestern class year?: ________________________________

Please complete the applicant’s professional information

NOTE: if you are nominating someone other than yourself, please complete as much information as you know about the other person. If you do not know, type “unknown” for those questions that require mandatory answers.

Title: ________________________________________________________________

Company Name: __________________________________________________________

Company Address: _________________________________________________________

Work Email Address: _______________________________________________________

Work Phone Number: ______________________________________________________

How long has the applicant been in this position at this company?: ________________
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Self-nominations: Why do you wish to serve on the NAA Board of Directors? 
OR  
If nominating someone else: Why do you recommend this person for the NAA Board of Directors?

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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__________________________________________________________________________________________________

Please list and describe the applicant’s prior activities and support for Northwestern University. 
Please include start and end dates for each of the activities you list/describe. 
NOTE: if you are nominating someone other than yourself, please complete as much information as you know about the other person. If you do not know, type “unknown” for those questions that require mandatory answers.

1. Describe applicant’s Class Leadership Roles, Class Reunion Participation and/or Class Event Organization activities (please include start and end dates for each of the activities you describe):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
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2. Describe applicant's NAA Club leadership roles, club membership, and club activities (please include start and end dates for each of the activities you describe):

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__________________________________________________________________________________________________

3. Describe any of applicant's additional alumni group and/or University board participation activities (NAA Board, AAC, Alumnae of Northwestern, Professional School alumni clubs or activities, School's Board of Advisor's, etc.) (Please include start and end dates for each of the activities you describe):

__________________________________________________________________________________________________
__________________________________________________________________________________________________
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4. Giving Overview: Please include information on any of the applicant's university giving societies (i.e. Annual Giving Loyalty Society, NULC, Wildcat Fund, Roger's Society, etc.) (Please include start and end dates for each of the activities you describe):

__________________________________________________________________________________________________
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5. Describe any of applicant's alumni career activities (e.g. recruitment, mentorship, etc.) (Please include start and end dates for each of the activities you describe):

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__________________________________________________________________________________________________
6. Describe applicant's professional skills (e.g. public speaking, finance, web, technology, diversity awareness, etc.)

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please include any additional information that you think would be valuable to the NAA Nominating Committee in considering this application:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

OPTIONAL: As part of the application, the applicant may also include a copy of their resume, CV, list of references or articles. Please note that optional items should not exceed three pages in length. If the applicant wishes to submit supporting documents, please indicate so below and send the documents attached to an email addressed to: Jay Mastin, Senior Director, NAA at j-mastin@northwestern.edu. Please note in the Subject Line: “Your Name, Supporting documents for NAA Board Nomination”.

Do you plan to submit supporting documents separately?
☐ Yes
☐ No

NAA Board Application Submission Instructions:
Send the completed application to:
Jay Mastin, Senior Director, NAA
via email at j-mastin@northwestern.edu
or by mail at: Northwestern University, 1201 Davis Street, Evanston, IL 60208.
NOMINATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED NO LATER THAN JANUARY 3, 2014.

Thank you for completing this nomination application for the NAA Board of Directors!