



TUSKEGEE

NATIONAL ALUMNI ASSOCIATION

TNAA Executive Board Leadership 2020-2022

Nomination

**Guidelines
&
Information**
to become an

Executive Officer

Call for Nomination for TNAA Officers for 2020-2022

The Nominating Committee of the Tuskegee National Alumni Association (TNAA) is seeking nominations for the positions of:

President	First Vice President	Second Vice President
Third Vice President	Recording Secretary	Assistant Recording Secretary
Treasurer	Financial Secretary	Chaplain
Parliamentarian	Assistant Parliamentarian	Historian
Public Relations & Marketing Officer		

In accordance with Article III of the TNAA Articles of Incorporation and Constitution and Bylaws and the Operation Manual, the elected officers consist of the position listed above.

To be eligible for a national office, the nominee shall:

- a) Have been a regular or associate member for at least four consecutive years.
- b) Have attended at least two biennial conventions and two regional conferences within a six year period.
- c) Have demonstrated leadership ability in one of the following areas:
 1. Club Office
 2. Regional Office
 3. National Office
 4. Chairman of a local, regional, or national committee

To be considered for a position by the Nominating Committee, a candidate shall meet both the eligibility and qualification requirements. **The perspective candidates should download this package and follow the directions provided in the information below.**

The **deadline to submit qualifying information**, along with a **current head shot**, to the Nominating Committee is **March 15, 2020**. Nomination packets must be completed, postmarked via certified mail to address below.

2020 TNAA Nominating Committee
c/o Janice J. Golston, Chair
3125 Acapulco Way
Atlanta, GA 30344.

Please note: No electronic submission will be accepted. Only complete packets sent via certified mail and received by March 15, 2020 deadline will be accepted. Incomplete and electronic submissions **will not** be accepted.

For questions or additional information, contact Janice J. Golston at 404.219.0510 or jgolston@bellsouth.net

2020 TNAA Nominating Committee

Janice J. Golston, Chair	Solomon Banks
Dainelle Baughman	Guy Harrison
Dora Joyner	Aretha Williams
Nat Vivians	

TUSKEGEE NATIONAL ALUMNI ASSOCIATION, INC.
Biographical Sketch

A.
Name:
Mailing Address:
Email Address/Phone:
Alumni Club:

B.
Candidate For:
Picture Enclosed: Check YES: NO:

C.
Present Office(s) Held in TNAA:
National:
Regional/Professional Association:
Local:
Alumni Club:

D.
Past Office(s) held in TNAA
National:
Regional/Professional Association:
Local:
Alumni Club:

E. Support of Alma Mater:

F. Education:

G. Employment History:

H. Organizational Activities:

I. Present Office (Other Organizations):

J.
Last Regional Conference Attended:
Last National Biennial Convention Attended:
Last Professional Association Convention Attended:

K. Awards and Recognitions:

L. Statement of Objectives:

Signature:
Date:

GENERAL QUALIFICATIONS FOR ELECTED OFFICERS

ELIGIBILITY FOR NOMINATION

TO BE ELIGIBLE FOR A NATIONAL OFFICE, THE NOMINEE SHALL:

1. Have been an active member for at least four consecutive years immediately preceding nomination;
2. Have attended at least two Biennial conventions and two regional conferences within a six-year period
3. Have demonstrated leadership ability in one of the following areas:
 - a. Club Office
 - b. Regional Office
 - c. National Office
 - d. Chairperson of a national committee

President:

1. Active in region and local club.
2. Must have held office in the club, region and national for two years or more. Proven leadership abilities.
3. Familiar with TNAA activities and operations. (Having served for at least one year or more).
4. Available to hold office for two years or more. Shall be able to attend all regional conferences and represent the Alumni Association at all functions that require representation.

Vice Presidents:

1. Active in region and local club.
2. Proven leadership abilities
3. Familiar with TNAA activities and operations (having served for at least one year or more)
4. Available to hold office for two years or more. Must be able to attend functions that require representation.

Treasurer:

1. Active in region and local club.
2. Must have experience in budgeting, financial planning, and management.
3. Eligible and will to be bonded.
4. Must be available for the office for two years.
5. Must know how to keep good records of income and disbursements.
6. Must be proficient in Excel

Financial Secretary:

1. Active in region and local club.
2. Must have experience in budgeting, financial planning, and management.
3. Eligible and will to be bonded.
4. Must be available for the office for two years.
5. Must know how to keep good records of income and disbursements.
6. Must be proficient in Excel

Secretaries:

1. Active in region and local club.
2. Must have the ability to record clearly and concisely minutes of TNAA business meetings.
3. Must be proficient in word processing tools such as Microsoft Suites, i.e. Word, PowerPoint, Microsoft Cloud and Dropbox. Must also have knowledge on the use of the Microsoft Cloud and Dropbox. Ability to disseminate minutes in accordance to the bylaws of TNAA to all Board members.
4. Must be available for office for two years.

Chaplain:

1. Active in region and local club.
2. Experience in activities of a religious setting.
3. Available to conduct Memorial Services as needed.
4. Available for office for two years.

Parliamentarian and Assistant:

1. Active in region and local club.
2. Be familiar with Robert's Rule of Order.
3. Must know how to handle difficult discussions in a "democratic" manner.
4. Available for office for two years.

Historian:

1. Active in region and local club.
2. Be familiar with the history of Tuskegee University and TNAA
3. Available for office for two years.
4. Competent in archiving documents and files

Public Relations and Marketing Officer:

1. Active in region and local club.
2. Proven marketing and communication skills.
3. Have the ability to create mass media that will enhance the public image of TNAA.
4. Available for office for two years.