



CORO

Coro National Alumni Association

**2012-2013 Board Member and Officer Elections
Guidelines**

Election Day: Saturday, January 7th, 2012

Coro National Alumni Association (CNAA) 2012-2013 Board and Officer Elections

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The Coro National Alumni Association represents all graduates of all Coro programs and takes its responsibilities to represent the Coro alumni body seriously. The 2012 first board meeting of 2012 will be held via teleconference on **January 7th, 2012**.

****ALL NEW BOARD & OFFICER CANDIDATES MUST BE 'IN ATTENDANCE' --
SATURDAY, JANUARY 7th, 2012****

Nominating Committee

CNAA Elections are conducted by the Nominating Committee. The Nominating Committee is made up of members of the current CNAA Board and others, as appointed from time-to-time by the CNAA President. The Nominating Committee conducts elections per the Election Policies and Procedures Resolution, adopted April 14, 2003. A Board member can be re-elected to the Board a maximum of three consecutive terms. A term is two years. After three consecutive terms, the individual must wait a period of two years before re-applying to join the Board.

Board Membership

CNAA Board Membership offers interested Coro alumni the opportunity to make their mark on Coro's progress, give back to the organization, nurture relationships with Coro friends, alumni and staff, work with Coro's decision makers, and meet other Coro supporters. All Board member positions typically expire at the annual fall board meeting in odd-numbered years or, in the absence of a fall meeting, at the next quarterly meeting. All sitting board members must affirmatively express their desire to the Nominations Committee to return to the board, as well as complete and submit the board membership application by the appropriate submission deadline.

The Board of Director Membership Guidelines provides a full description of Board

responsibilities (see Attachment A).

Officers

CNAA looks to the leadership, energy, and vision of its officers. Serving as officers allows Coro alumni to harness all the resources of CNAA and gives them access to the greater Coro system for purposes of moving CNAA to new levels of service, creativity, and outreach. Officers may establish projects, goals, and responsibilities during their term above and beyond the position descriptions below.

President

The President is responsible for the overall leadership of CNAA activities and, subject to the consent of the Board of the Directors, for the establishment of its long and short- range policies and programming. The President is CNAA's official public representative and shall endeavor at all times to promote the public image of CNAA, Coro, and its members. The President is responsible for appointing committees and serves ex-officio on all CNAA committees. The President or their designee(s) prepares meeting packets; presides over all meetings of the Board of Directors; and represents CNAA on the Coro National Board of Governors and in the National Coro Fellows Picks Process.

Vice President

In the event of the President's incapacity or resignation, the Vice President succeeds to the duties and responsibilities of the President. In the event of the President's absence, the Vice-President presides over meetings of the CNAA Board of Directors and members. The Vice-President may be chair of one or more committees. S/he also performs such other duties and functions as the President may delegate from time to time.

Secretary

The Secretary or their designee keeps a true, correct, and legible record of all proceedings and meetings of the Board of Directors; records the presence and absence of directors at every meeting; is responsible for all notices and correspondence; maintains a register of the names and addresses of all CNAA members; and performs such other duties as may be assigned by the Board of Directors.

Treasurer

The Treasurer receives and collects all CNAA funds and keeps a complete and accurate record of CNAA accounts. The Treasurer makes deposits and keeps accurate records and receipts of all deposits and disbursements; receives CNAA mail (checks mailbox or receives forwards) to ensure timely deposits; and works with CNAA's CPA.

Timeline and Process

In the summer or fall of each odd-numbered year, the CNAA membership nominates

or self-nominates a slate of candidates for the CNAA Board. Key dates in the 2012-2013 board term election period are:

- December 1st, 2011: First day for application submissions
- December 15th, 2011: Last day for application submissions
- December 18th, 2011: Ballot posted on CNAA Website and emailed to dues paying members.
- January 5th, 2012: Ballots due by mail/email

Application Period

The Nominating Committee will accept Board Membership Applications and Officer Candidacy Applications from December 1st, 2011th until December 15th, 2011. The application is an online form and must be submitted electronically. A link to the application can be found on the CNAA website (www.coro.org/cnaa).

The Application

All Applications must be submitted electronically via an online form. Only applications submitted in completion by the deadline will be considered by the Nominating Committee for the Ballot. Applicants may apply for both general Board Membership and Officer Candidacy; applicants who submit both and are elected to both will serve as Officers.

The Ballot

The ballot will contain the list of all eligible applicants as candidates for the up-to 17 possible Board member positions, including 4 officer positions on the CNAA Board. In the interest of Board diversity, size, and effectiveness, the Nominating Committee determines how many of the 17 positions on the CNAA Board will be filled in the November election. If there are more applicants than positions, the applicants with the most votes will receive the position.

Ballot Distribution, Return, and Count

By December 18th, 2011, the Nominating Committee will distribute an electronic ballot to all CNAA dues-paying members. All return ballots must be received by 5 p.m. on January 7th. The Nominating Committee will count the ballots and present the information at the quarterly meeting on January 7th.

For questions and application submissions, please send information to cnaa@coro.org.

Attachment A: Board of Director Membership Guidelines for the Coro National Alumni Association (CNAA)

Thank you for your interest in the Coro National Alumni Association Board of Directors! Membership on the board offers you the opportunity to make your mark on Coro's progress, give back to the organization, nurture Coro friends and family, work with Coro's decision makers, and meet other Coro supporters.

Time Commitment

The CNAA Board is an all-volunteer Board with no staff, making each position on the Board an important one. All members have the opportunity and responsibility to be part of a Board effort during their term—we will ask you to take ownership of a project of your own design or support an ongoing effort. All Board members should strive to fulfill CNAA's purpose as stated in our Articles of Incorporation of promoting Coro's best interests; fostering friendship, assistance, and cooperation among graduates and Centers; encouraging and providing support and assistance to Coro alumni; and contributing to the betterment of our communities, states, and nation.

Meetings

The CNAA Board has up to four (4) quarterly meetings each year and no-less than two (2). Committees meet more often as- needed. The final quarterly meeting of the year is the Annual Meeting, usually in November. CNAA Board members must attend at least one board meeting each year in person. CNAA Board members are expected to attend the other three board meetings by teleconference. As a general rule, flight, hotel, and meal expenses for Board meetings cannot be reimbursed, but CNAA does reimburse costs associated with conducting the meeting (meal at the meeting, receptions for hosts, etc.) for reimbursement (no cash advances) from funds allotted in the CNAA budget.

Fundraising

Coro Board members are required to pay annual membership dues on or before the first of each year. Generally, dues paid between the annual meeting and December 31 will be applied to the following calendar year. Board members may be asked from time to time to make additional gifts for specific Board efforts; these gifts are optional.

Election, Terms, and Re-Election

CNAA Board Membership is a two-year commitment. Board members may be added and Board vacancies may be filled at quarterly meetings between elections, as needed.

The Nominating Committee accepts Letters of Interest (resume and expression of interest in writing by email, sent to the attention of the CNAA President) on a year-round basis. The Nominating Committee will let each applicant know as quickly as possible when the next vote on Board additions will be held. A formal ballot of nominees is presented at least at every annual meeting in odd-numbered years, or at the next quarterly meeting, should a fall meeting not be held, per our Election Policies and Procedures Resolution. At that odd-year annual meeting, all Board member positions expire. All sitting Board members must affirmatively express their

desire to the Nominations Committee to return to the board. A Board member can be re-elected to the Board a maximum of three consecutive terms. A term is two years. After three consecutive terms, the individual must wait a period of two years before re-applying to join the Board.

Maintaining Membership

Lack of meeting attendance, failure to pay annual dues, and/or lack of involvement may prompt the CNAA Executive Committee to ask a Board Member to step down. The Executive Committee will make reasonable efforts to help all Board members via email, phone call, and reminder to remember and fulfill the time, attendance, and financial commitments of Board membership. Requests to remove a Board member are presented at quarterly meetings for purposes of discussion of efforts made by CNAA and the Board member, and for purposes of providing notice to the greater board. Board members may choose to step down voluntarily for any reason.

We appreciate your interest and welcome your energy! Please do not hesitate to speak with any member of the CNAA Executive Committee should you have any further questions. Contact cnaa@coro.org for any questions.

Adapted November 19, 2006.

Updated for 2012 elections on November 1st, 2011.