

BCNAA NOMINATION PROCEDURES



ELIGIBILITY & RESPONSIBILITIES OF BCNAA OFFICERS

(Role of all officers is to uphold the BCNAA Mission with integrity)

PRESIDENT

- **Eligibility:** Bennett College graduate for a minimum of five (5) years prior to nomination and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- **Responsibilities:** Duties include, but are not limited to (1) convening BCNAA general, board and executive committee meetings; (2) appointing committee chairs and serving as ex-officio member of all committees; (3) co-signing contracts with Treasurer; (4) authorizing approved obligations; (5) representing the BCNAA on the Bennett College Board of Trustees; and (6) providing regular communications to alumnae.

1ST VICE-PRESIDENT

- **Eligibility:** Must be a Bennett College graduate for a minimum of five (5) years prior to nomination and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- **Responsibilities:** Duties include, but are not limited to: (1) performing the duties of the President in her absence, incapacitation, or resignation and chairing the BCNAA Awards Committee and serving as liaison to Regional Coordinators.

2ND VICE-PRESIDENT

- **Eligibility:** Must be a Bennett College graduate of less than five (5) years prior to nomination and have paid national and, where applicable, local dues for FY 2017 and 2018.
- **Responsibilities:** Duties include, but are are not limited to: (1) chairing the Scholarship Committee; (2) leading social media communication efforts; and (3) leading young alumna initiatives.

RECORDING SECRETARY

- **Eligibility:** Must be a Bennett College graduate of three (3) years or more prior to nomination and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- **Responsibilities:** Duties include, but are not limited to: (1) recording and keeping a record of the minutes, including attendance, of the BCNAA general, executive, and

board meetings; (2) and, serving as custodian of all BCNAA records and historical records.

FINANCIAL SECRETARY

- Eligibility: Must be a Bennett College graduate of three (3) years or more prior to nomination and paid both national and, where applicable, local dues for FY 2017 and 2018.
- Responsibilities: Duties include, but are not limited to: (1) receiving and maintaining records of membership; (2) chairing the BCNAA Membership Committee; and (3) issuing membership cards.

TREASURER

- Eligibility: Must be a Bennett College graduate of three (3) years or more prior to nomination and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- Responsibilities: Duties include, but are not limited to: (1) serving as custodian of all funds of the BCNAA; (2) depositing and recording receipt of all funds; (3) appropriately disbursing funds upon authorization of the President; (4) maintaining a record of funds disbursed; (5) co-signor on all contracts with the President; (6) preparing and submitting treasurer's reports as outlined in organization by-laws; (7) chairing the Finance Committee.

PARLIAMENTARIAN

- Eligibility: Must be a Bennett College graduate of three (3) years or more prior to nomination and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- Responsibilities: Duties include, but are not limited to: (1) ensuring the proper conduct of business proceedings; (2) annually reviewing the Constitution, Bylaws, and Standing Rules of the BCNAA in consultation with the Constitution and Bylaws Committee; (3) making recommendations to the Executive Committee the Executive Board regarding the Constitution and Bylaws; and (4) using Robert's Rules of Order as parliamentary authority.

REGIONAL COORDINATOR

- Eligibility: Must reside in the region (as listed below) that you are seeking to represent and have paid both national and, where applicable, local dues for FY 2017 and 2018.
- Responsibilities: Duties include, but are not limited to: (1) coordinating the activities of her region; (2) representing region at the BCNAA Executive Committee meetings; and (3) communicating with alumna in her region to promote individual BCNAA membership and chapter development.
- BCNAA Regions: Each region is currently structured by states as follows and may change, subject to proposed changes in the Constitution and By-Laws:

- Northeast Region - Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- Southeast Region - Alabama, Florida, Georgia, North Carolina, South Carolina and Tennessee.
- Mid-Atlantic Region – West Virginia, Virginia, Washington, D.C., Maryland and Virtual.
- South Central Region - Arkansas, Louisiana, Mississippi, Oklahoma, and Texas.
- Great Lakes Region - Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
- Western Region - Colorado, Idaho, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, and Wyoming.
- Pacific Region - Arizona, California, Nevada, Oregon, Washington, Alaska and Hawaii.

TERM OF OFFICE

The term of office for the elected BCNAA Officer is two (2) years. Officers may be elected for no more than two consecutive terms in each office.

NOMINATION PROCESS FOR 2019 – 2021 BCNAA OFFICERS

*All members seeking to be nominated for inclusion on the 2019-2021 BCNAA Officer Ballot, must submit the following to nominations@bcnaa.org between now and no later than **January 31, 2019**.*

- Digital color headshot styled photograph
- Written narrative, not to exceed 500 words, provided in a Microsoft Word electronic format which **must address each of the following three (3) questions** as well as any additional information within the word count restrictions that you deem relevant:
 - Why are you interested in the position you are seeking?
 - What BCNAA, work or volunteer experience have you had that would qualify you to hold the office that you are seeking?
 - What specific strengths do you possess that will take the NAA from good to great?
- Nominating Committee will not edit narratives. Submissions will be presented to the voting members as written. Members who provide a narrative that exceeds the word count restriction above will be disqualified from running unless submission was received prior to January 31, 2019, in which case, the narrative will be returned for modification by the submitter and resubmitted by January 31, 2019.

BCNAA 2019 ELECTION TIMELINE

- Deadline for BCNAA Officer Nomination Submissions is **January 31, 2019**.
- Nominating Committee, in consultation with the Financial Secretary, determines whether the nominated BCNAA members have met the graduation year requirements for the

position sought as well as paid both national and, where applicable, local dues for FY 2017 and 2018 by no later than **February 15, 2019**.

- Booklet sent to all BCNAA Financial members that includes photo of BCNAA member candidates, the office that she is seeking, and her responses to the questions listed above along with a ballot, balloting procedures, and return envelope by **March 1, 2019**.
- Ballots returned in the envelope provided and postmarked **by April 1, 2019**.
- Ballots counted by Nomination Committee by **May 2, 2019**.
- Election results of newly elected BCNAA Officers for 2019-2021 announced at the Annual BCNAA meeting, **May 3, 2019**.
- Official Terms of Office begin **July 1, 2019**.

Please contact me at nominations@bcnaa.org or 301-437-1294 if you have any question regarding the procedures.

Sisterly,

Brandy Jones Osimokun '00
Nominating Committee Chairperson, Brandy.Osimokun@gmail.com, 301-437-1294

Nomination Committee Members;

Janis Badson McElrath '78, Northeast Region, jmbelle78@yahoo.com, 302-559-9155
Jacqueline Brimmage Anderson '70, Southeast Region, and3058@gmail.com, 919-967-3058
Constance Lindsey '87, Mid-Atlantic Region, cjlindsey15@yahoo.com, 443-413-7122
Charmaine Wilson '99, South Central Region, cdwilson5@hotmail.com, 703-407-4260