The UCAA African American Alumni Affiliate (4A) is looking for assistance to make the organization even more successful. We are specifically seeking members to serve on the Executive Board in the roles listed below. If you’re interested in taking a more active role in 4A and being a member of the Executive Board, please complete the following application and send to Mandy Shoemaker at mandy.shoemaker@uc.edu by Friday, May 29, 2015.

**President**
- Preside at all meetings of the 4A, and shall chair Executive Board meetings.
- Be the primary representative to the University of Cincinnati Alumni Association, University of Cincinnati campus and the community.
- Develop a strategic planning for the African American Alumni Affiliate

**Vice President**
- In the absence or disability of the President, or at the President’s request, the Vice President shall perform the duties of the President.
- In the absence of the President the Vice President shall fill the position of President until a permanent replacement has been elected.
- Be an ex-officio member of all standing committees.
- Serve a liaison for homecoming committee and community service project

**Secretary**
- Send out all notices of meetings and be responsible for taking minutes & agendas of all Executive Board and 4A general body meetings.
- Send announcements of all 4A meetings and activities of the 4A to the Program Director of Alumni Affairs of the University of Cincinnati Alumni Association for publicity in University of Cincinnati publications.
- Manage the database of the 4A to maintain communications with university alumni.
- Make sure social media, 4A email account, web, newsletters and etc. are review and update for 4A
- Serve as the advisor for the PR committee chair.

**Treasurer/ VP Finance**
- Make financial reports and communicate the financial conditions of the organization to the Executive Board and the General Body during regular meetings.
- Create an annual budget based on known events and expenses incurred by the organization to help stabilize 4A finances.
- Serve as the coordinate Fundraising Chair
An Executive Committee member is expected to meet the following obligations:

- Hold current donor status in the University of Cincinnati Alumni Association
- Act as a general ambassador for the group and attend the events.
- Attend monthly Executive Board meetings
- Attend all events
- Plan (with the help of your subcommittee or other board members) at least (2) events a year for your chair position.
- Must reside in Cincinnati to hold a position on the Executive Board
We want to know more about you and how your potential contributions might align with the organization’s vision. Please answer the following questions. Personal information will not be distributed.

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1. What is your past and current involvement with UCAA 4A or other professional organizations?

2. Why are you seeking this particular position?

3. Briefly describe your current and past activities in the community in which you have acquired skills related to the committee position you seek. Include your role in the activity and when you were involved.
4. What new ideas/changes would you bring to the UCAA 4A Executive Board?

5. Please list & explain other organizational and time commitments you would have during the one year term in which you would serve on the UCAA 4A Executive Board:

6. Additional information you would like us to know: