



Nomination for Election to the National Black MBA Association

Cleveland Northeast Ohio Chapter Executive Board

The National Black MBA Association is dedicated to the development of partnerships that result in the creation of intellectual and economic wealth in our community. If you or someone you know within the chapter demonstrates the attributes listed below, strives to keep the goals of our organization alive and prosperous and has an interest in serving on the Cleveland Chapter Executive Board, please complete this nomination form on your/their behalf.

- * Active membership in the Chapter (active at least 6 months prior to nomination).
- * Demonstrated commitment to the Chapter's mission to grow intellectual and economic wealth throughout Northeast Ohio.
- * Possesses leadership skills (e.g. self-motivated, well-organized, collaborative).
- * Professional network and ability to build bridges between disciplines, cultures, and organizations.

****Deadline for submission is Friday, December 2, 2022 at 11:59 PM****

All forms and supporting materials must be uploaded to:

<https://www.nbmbaa-cleveland.org/chapter-elections>

NATIONAL BLACK MBA ASSOCIATION

OFFICER CANDIDATE / NOMINATION FORM

Name of candidate or nominee: _____

Address: _____ City _____ Zip _____

Telephone Number: _____ Work Number: _____ Cell Number: _____

E-mail address: _____

Employer or Company Name: _____

Employment Title: _____

Employment Duties: _____

Position for which you are a candidate/nominee: _____

How long have you been a NBMBA member?: _____

Committees served or leadership positions held in your NBMBA member organization? _____

Committees served or leadership positions held for NBMBA? _____

List key skills you have in order to perform effectively in the position you are seeking: _____

List three major accomplishments that the NBMBA can perform that will prepare our membership for the next decade (include your platform): _____

What NBMBA programs, systems, functions, etc. have you personally attended or participated in: ____

What has NBMBA done for you?: _____

Identify your slogan / motto or campaign identity: _____

Attach a copy of your resume and headshot picture

NATIONAL BLACK MBA ASSOCIATION

Position Descriptions

President

The President shall serve as the chief executive officer of the Cleveland Northeast Ohio Chapter by developing goals and objectives for the Chapter that are in line with the National Association mission statement. All elected officers and ad-hoc committee directors shall report directly to the president. The scope of duties for this office includes:

1. Acting as official spokesperson for the Chapter and is charged with the overall administration of the organization and charged with maintaining a positive image of the organization.
2. Presiding over all General Membership meetings, CEB meetings, and Special Call meetings.
3. Preparing and distributing agendas for all Executive board meetings in advance and preparing general membership and special call meeting agendas upon request.
4. Representing the Cleveland Northeast Ohio Chapter before the National Office of this organization.
5. Serve as a liaison with the business community and shall represent the Chapter before public and other forums.
6. Give an annual report at the first meeting each calendar year on the state of the organization.
7. Appointing or removing standing committee directors for those who are removed or resign from office with the concurrence of a simple majority vote of the CEB.
8. Appointing replacement officers or committee directors for those who are removed or resign from office with the concurrence of a simple majority vote of the CEB.
9. Leading the chapter toward business and service excellence for our membership and partners.
10. Leading the chapter in the development and maintenance of its strategic and operational plan.
11. Acting in a timely, collaborative, and responsive manner to the membership, CEB officers, and partners.
12. Ensuring that the CEB and membership is advised of initiatives, responsibilities, and/or deliverables as communicated from the National Association.
13. Creating ad-hoc committees for specific goals or missions;
14. Casting a deciding vote in the event of a tie at Executive, General, or Special Called meetings.
15. Signing check authorization requests before the Treasurer releases funds.

16. Ex-officio non-voting member of all committees with the exception of the Election Committee. Appoint the Immediate Past President or a Past President as Director of the Nominating Committee.

VP of Administration

The committees reporting to this office can be but are not limited to: Corporate Relations and Membership committees. The scope of the duties for this office includes:

1. Presiding over meetings in absence of the President.
2. Seeking opportunities where the Chapter and its members can benefit from or assist students and/or community agencies.
3. Acting as parliamentarian for General Membership, CEB, and Special Call meetings which included being familiar with and keeping a copy of the most current edition of Robert's Rules of Order for the Chapter.
4. Assuming the office of President if the president cannot complete his or her term and appointing any temporary CEB officer replacements necessary pending CEB approval of majority vote until vacancy elections can be held as outlined in Article IV Section 7 of the Cleveland Northeast Ohio Chapter Bylaws.
5. Overseeing implementation and revision of the Bylaws.
6. Administration of Chapter rules, policies, and procedures.
7. Completing special projects as delegated by the President or the CEB.
8. Signing check authorization requests in the absence of the president before the Treasurer releases funds.
9. Ex-officio member of the Corporate Relations, Membership, Marketing/Communication/Public Relations committees.

VP of Operations

The committees reporting to this office can be but are not limited to: Scholarship, Programs, Community Relations, and Leaders of Tomorrow committees. The scope of duties for this office includes:

1. Assisting the President in the implementation of policies and procedures.
2. Presiding over meetings in absence of the President and Vice-President of Administration.
3. Seeking opportunities where the Chapter and its members can benefit from or assist companies.
4. Ensuring the effective operation of the Chapter's committees.

5. Completing special projects as delegated by the President or the CEB.
6. Signing check authorization requests in the absence of the president or VP of Administration before the Treasurer releases funds.
7. Serves as an ex-officio member of Scholarship, Programs, Community Relations, and Leaders of Tomorrow committees.

Treasurer

The committees reporting to this office can be but are not limited to Fundraising and Financial Reporting. The scope of duties for this office includes:

1. Presiding over meetings in the absence of the President and the Vice-Presidents of Administration and Operations.
2. Maintaining current and accurate records of the financial position of the Chapter by recording, classifying and summarizing all monetary transactions.
3. Preparing detailed, written financial records and reports for all Chapter accounts to be presented at each Chapter Executive Board meeting.
4. Submitting all financial reports required by the National Association which include but are not limited to, quarterly and year-end reporting, after reviewing the reports with the Chapter President and any other person designated by the president or CEB.
5. Updating 501(c)(3) status, with the assistance of the President and submitting financial reports as needed by legal or governmental agencies.
6. Preparing the initial budget each year, with the president's assistance to present for discussion at the CEB strategy session and maintaining records to track actual spending versus budget.
7. Safeguarding Chapter funds through the proper receipt and disbursement of funds in accordance with these Bylaws.
8. Serving as an ex-officio member of the Corporate Partnership Committee.

Secretary

Duties for this office include but are not limited to:

1. Recording the proceedings of all General Membership, CEB, and Special Call meetings.
2. Distributing copies of the CEB meeting minutes to its members prior to the next CEB meeting for review.
3. Maintaining an accurate record of all attendance at CEB meetings.

4. Obtaining a current roster of members in Good Standing from the Vice President of Administration each month.
5. Safeguarding legal documents, reports, and minutes.
6. Making minutes readily available for review by any member in Good Standing.
7. Relinquishing records to successor or president when office ends.
8. Serve as a member of the Membership Committee.
9. Obtaining and maintaining an electronic storage/access vehicle for chapter documents and collateral.
10. Coordinating the preparation and distribution of the Chapter's newsletter.