



2022

Nominees for

COMMITTEE CHAIRS

The Fort Valley State University National Alumni Association, Inc.
Washington DC Metro Area Alumni Chapter

The FVSU Washington DC Metro Area Alumni Chapter will hold nominees for committee chairs who will assume responsibilities in January 2022. To do this, the chapter will: a. Develop the slate in December 2021; b. Vote at its January 2022 meeting; if the meeting is canceled, voting will occur at the February 2022 meeting. 2. Please review the duties and responsibilities of the Committee Chairs (below). Committee Chairs include: **a.College Fair & Recruitment b.Membership c.Scholarship d.Fundraiser e.Event Planner** **Note: The elected President appoints all other officials.** 3. Terms of Office: Each term of office is two years duration. 4. Please provide the names and contact information for nominees via email, Jim Shellington, Parliamentarian, at **jandbshell@rcn.com** prior to the January meeting—you may nominate yourself or others. Alumni who are nominated will be asked whether they accept the nomination.

VOTING REQUIREMENTS:

- Chapter elections at the January meeting
- Proxies may be submitted to the Recording Secretary via email **bllovefvsu@hotmail.com** & one copy to the person in attendance to the meeting with your proxy (Bylaws governs). Or you can **Mail to: FVSU DC Metro Area Alumni Chapter, Post Office Box 5961, Springfield, VA 22150**
- Must be financial to vote & hold office or (Pay dues before or at the January meeting).

DUTIES OF COLLEGE FAIR & RECRUITMENT

The Committee Chair of College Fair & Recruitment shall perform the functions and duties in scheduling college fairs and high school visits. The Chair shall provide a year-end recruitment report of potential high school students through college fairs and high school visits by way of application and university information card. The Chair shall continue to establish a rapport and professional working relationship with the Fort Valley State University Office of Admissions. The Chair shall be responsible for maintaining and organizing recruitment materials provided by the Fort Valley State University Office of Admissions. The Chair shall be responsible for admitted high school students with a proper Send Off event and constant communication with those students. The Chair shall provide current students of University and Alumni Chapter scholarship opportunities.

DUTIES OF MEMBERSHIP

The Committee Chair of Membership shall perform the functions and duties of recruiting and retaining Fort Valley State University Alumni in the Washington, DC, Maryland and Virginia area. The Chair shall provide 1 or 2 Membership Drives in a calendar year. The Chair shall maintain a roster of alumni in the chapter and personal information. The Chair shall facilitate alumni bereavements, birthdays and/or recognitions.

DUTIES OF SCHOLARSHIP

The Committee Chair of Scholarship shall perform the functions and duties of reviewing potential new and current students attending Fort Valley State University applications for the Fort Valley State University Washington DC Metro Area Alumni Chapter General Scholarship, Book Tuition and The Dr. Genevieve M. Knight "Live Your Dream" Scholarship Award. The Chair shall review and/or make recommendations to the scholarship process. The Chair shall provide award letters to the awarders. The Chair shall track scholarship funds from the Alumni Chapter to Fort Valley State University.

DUTIES OF FUNDRAISER

The Committee Chair of Fundraiser shall perform the functions and duties of seeking financial support for the Fort Valley State University Washington DC Metro Area Alumni Chapter. The Chair shall develop corporate fundraising programs, ie. employer gift-matching and CFC. The Chair shall compile or develop materials to submit to granting or other funding organizations. The Chair shall develop and maintain media contact lists. The Chair shall develop strategies to encourage new or increased contributions that the Fort Valley State University Washington DC Metro Area Alumni Chapter will be able to disseminate to Fort Valley State University and Alumni Chapter scholarship programs. The Chair shall write and send letters of thanks to donors. Solicit cash or in-kind donations or sponsorships from individuals, businesses, or government donors. Establish fundraising or participation goals for special events or specified time periods. Create or update donor databases. The Chair shall identify and build relationships with potential donors. The Chair shall monitor budgets, expense reports, or other financial data for fundraising organizations. Develop fundraising activity plans that maximize participation or contributions and minimize costs. The Chair shall produce materials to promote, market or advertise fundraising events.

DUTIES OF EVENT PLANNER

The Committee Chair of Event Planner shall plan, implement and follow-up for special events ie. social events, community service events and annual alumni picnic. The Chair shall coordinate event logistics, advertising and collateral material design, production and distribution. The Chair shall be responsible for the development and fulfillment of the events budgets. Coordinate with the Chair of Fundraiser to cultivate and expand sponsorship development and fulfillment. The Chair shall manage all aspects of volunteer committees and volunteer coordination, including but not limited to, staffing, recruitment, supervision, training and acknowledgment. The Chair shall develop and fulfill of the events budgets.