



Candidate Information Packet

APPLICATION PROCEDURES FOR ELECTED OFFICE

Deadline to Apply: March 15, 2019 (12:00 midnight)



February 12, 2019

Dear AAEOPPIANS,

Your state needs you! You are cordially invited to give your time, talent, and expertise by serving as an AAEOPP officer. AAEOPP needs talented and committed individuals to seek office. This is an awesome opportunity for professional growth and development on the executive level while showcasing your talent and creativity. The positions that are available are president, vice-president, treasurer, and secretary.

Please review the information attached to this packet. As a candidate, you are responsible for all of the information included in this packet. The contents of this packet are also available on the AAEOPP website (www.aeopp.org). Candidates are also responsible for familiarizing themselves with the states' Constitution and By-Laws. Please submit your nomination profile and a picture along with a brief biography to hsburroughs@southalabama.edu by March 15, 2019, 12:00 midnight.

Please feel free to call (251-380-2621) me if you have any questions regarding the nomination process. Thank you for taking the initiative in seeking a leadership position with AAEOPP.

Respectfully Submitted,

Harriett Montgomery

Harriett Montgomery, Chair
Nominating Committee
AAEOPP

AAEOPP

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AAEOPP

Mission & Vision

The purpose of the Alabama Association of Educational Opportunity Program Personnel (AAEOPP) shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Major focus will be those elements which prepare and condition students for postsecondary education

The major focus of the Association will be

- Those elements which prepare and condition students for postsecondary educational experiences and
- Institutional responses to the challenges of serving a more diverse student population.

AAEOPP OBJECTIVE

1. To engage in the specific and general coordination of efforts with other organizations and persons having purposes supportive of or harmony with Association concerns.
2. To promote research, evaluation, programmatic and fiscal planning, and training;
3. To develop the capability to make timely and meaningful responses to issues and concerns affecting the educational resources and environment of non-traditional student; and
4. To encourage the development and expansion of a communications network primarily for those persons professionally involved in educational opportunity programs.

Although the Association will have a broad base of student concern, it will be particularly concerned about those students who by reason of socioeconomic station, ethnic definition, physical handicap, and/or restricted cultural-educational experiences find themselves in a position of disadvantage with traditional mainstream American students.

Qualifications for Office

The AAEOPP Board composed of individuals who have demonstrated significant achievement in their profession and/or in public service must have the requisite education and experience to make a significant contribution to the deliberations of the Board. In addition, Board members should bring a broad range of experiences to the Board. Candidates must be a member of AAEOPP and SAEOPP. The following attributes should be considered as desirable in any candidate for AAEOPP office:

- Experience** A Board candidate must have leadership experience.
- Education** The candidate **must** hold an undergraduate degree from a respected college or university and preferably AAEOPP and or SAEOPP Emerging Leader Institute.
- Personal** The candidate should be of the highest moral and ethical character, possessing such characteristics as independence, objectivity, self-assuredness, independence, courage, and a willingness to ask the difficult questions. He or she should have demonstrated a personal commitment to areas aligned with the AAEOPP Mission, such as access and opportunity for disadvantaged students.
- Availability** The candidate must have and be willing to commit sufficient time to discharge the duties of office. Candidates should seek and receive the support/endorsement of both their supervisor and their institution/agency.
- Compatibility** The candidate should possess affable interpersonal skills and be able to develop a good working relationship with other Board members

Characteristics of Effective Officers

Officers are trustees of the AAEOPP Association, and as such are responsible for ensuring that all decisions are made in the best interests of the Association. They must ensure that the Association will be handed on to succeeding generations with its strengths intact or improved, and its Mission well supported.

EXPECTATIONS OF EFFECTIVE AAEOPP OFFICERS

- Understand and passionately support the mission of AAEOPP;
- Be willing to work to understand the context and implications of matters before the Board;
- Understand the overall trusteeship function and fiduciary responsibility of a being a Board Member;
- Have the capacity for critical thinking;
- Be able to participate effectively and affirmatively in discussion
- Be willing to delegate, to allow others to make decisions
- Be willing to share power and negotiate fairly
- Exemplify honesty, directness and integrity
- Possess independent judgment, courage and good faith
- Make time available to conduct Board business

Officers' Duties and Responsibilities

AAEOPP President

The President is the chief elected officer of the AAEOPP Executive Board and presides at all Association meetings. The President, with the advice and consent of the Executive Board, makes all appointments to both standing and special committees, and is an ex-officio member of all standing and special committees.

- Promote and articulate the mission, goals, and needs of the Association to the membership and other relevant publics
- Advise and support the Executive Committee and Board members on matters related to the position
- Schedule and preside at regular and called Executive Committee and Board meetings
- Prepare meeting agendas for distribution by the Secretary
- Advise Finance Committee of Association initiatives and priorities for preparation of budget proposal
- Establish committee charges for standing and special committees
- Monitor and support standing and special committee goals and objectives
- Submit a written annual report on the work of the Association
- Assure that the incorporation status of the Association is current annually
- Work with the Executive Director to establish annual marketing and work plans
- Encourage and nominate AAEOPP members who have the potential to serve as an officer or to become more involved in the Association
- Appoint acting officers, if a seat of an elected officer becomes vacant during the year, until a special election can be held at the next scheduled meeting
- Facilitate progress of the Strategic Plan
- Begin the process of updating the Strategic Plan every 4 years
- Maintain all official records of the Association and forward them to the next President
- Act as a fiduciary agent on behalf of the Executive Board for the Association, making business decisions, approving expenditures, and signing contracts, check requests and vouchers that adhere to established policies and procedures
- Deliver an annual report to the Delegate Assembly on the work of the Association
- Serve as a AAEOPP representative on the SAEOPP Board of Directors, presenting a state report at each meeting
- Serve on SAEOPP committees as assigned
- Serve as liaison between SAEOPP and AAEOPP
- Approve purchase of advertisements approved by the Executive Committee for publications of SAEOPP and relevant external publics
- Represent AAEOPP at the annual SAEOPP Conference
- Delegate additional duties to the officers, as deemed necessary
- Perform other duties as requested by the Board

AAEOPP Vice-President

The Vice-President shall serve with the same powers and authority of the President in the event the President becomes incapacitated or resigns. In the absence or incapacitation of the President, the Vice-President shall have the powers and shall perform all the duties of the President.

- Promote and increase the image and visibility of AAEOPP and all TRIO programs whenever possible
- Advise and support the Executive Committee Board members on matters related to their position
- Serve as the designated(conference committee) AAEOPP representative to the SAEOPP Board, presenting a report to the AAEOPP membership after each meeting of the SAEOPP Board
- Attend all scheduled and called Executive Board meetings and if unable to attend, notify the President in advance
- Chair the Membership and Credentials Committee
- Oversee the Conference Committee, serving as liaison for the Executive Committee
- Serve as chair or ex-officio on other committees as designated by the President
- Attend meetings and other ceremonial functions as delegated if the President is unable to attend
- Submit a written annual report on the committees chaired
- Encourage members who have the potential to serve as an officer or to become more involved in the Association
- Assist the President and perform other duties as assigned by him/her



AAEOPP Corresponding Secretary (Appointed)

The Corresponding Secretary shall have corresponding responsibilities for all Executive Committee, Board and Association meetings.

- Promote and increase the image and visibility of AAEOPP and all TRIO programs whenever possible
- Advise and support the Executive Committee and Board members on matters related to their position
- Assist with the Distribution of minutes of the Executive Board meetings within 45 days to the respective bodies
- Request and collect all information for the Annual Report; format text in collaboration with the President
- Assist with the Coordination, publication and mailing of the Membership Directory, if not online
- Create and distribute an updated mailing list of board members and committee chairs to the board members and committee chairs
- Assist in the Association's historical preservation by forwarding copies of official records to the state Archives
- Send Board meeting notice one month in advance of meeting [Include agenda, location, hotel phone/fax, ground transportation options and costs, and minutes from previous meeting]
- Collect and mail reports, handouts, etc. from the meeting to Board members not in attendance
- Collaborate with Technology Chair to ensure that committee, state, and annual report forms are accessible on the website
- Communicate with members with appropriate expressions of congratulations, sympathy, etc, adhering to the established guidelines
- Assist the President and perform other duties as assigned by him/her



AAEOPP Recording Secretary

The Recording Secretary shall have recording responsibilities for all Executive Committee, Board and Association meetings. The Recording Secretary shall be responsible for roll call at meetings and the receipt of excuses for absences as well as incorporating the reports of the Treasurer into the official records of the Association.

- Promote and increase the image and visibility of AAEOPP and all TRIO programs whenever possible
- Advise and support the Executive Committee and Board members on matters related to their position
- Attend all scheduled and called Executive and Board meetings, and if unable to attend, notify the President in advance
- Record, maintain, and distribute minutes of all Executive Committee and Board meetings
- Distribute minutes of the Executive Board meetings within 45 days to the respective bodies
- Sign the minutes of all meetings after Board approval; maintain for the Archives
- Monitor meeting discussions in order to create a summary of Action Items requiring subsequent action to ensure follow through to the respective Executive Board members
- Maintain all AAEOPP minutes and official records for two years and forward them to the next Secretary
- Prepare the Association incorporation status form for the President's signature annually
- Serve as ex officio member of the Membership and Credentials Committee
- Coordinate the publication and mailing of the Membership Directory, if not online
- Prepare advertisements for placement in state, regional and national TRIO publications
- Assist in the Association's historical preservation by forwarding copies of official records to the state Archives
- Encourage members who have the potential to serve as an officer or to become more involved in the association
- Review Action Items with Board at subsequent meeting to determine accomplishment
- Design the AAEOPP ad for the SAEOPP annual conference program
- Notify members of called Association business or informational meeting at the SAEOPP conference
- Assist the President and perform other duties as assigned by him/her



AAEOPP Treasurer

The Treasurer shall be responsible for the receipt and disbursement of all funds in accordance with fiscal policies established by the Executive Board. The treasurer shall maintain appropriate, accurate financial records and shall be prepared at any time to surrender such records and monies to the Executive Board or to the succeeding Treasurer. The Treasurer shall be under such bond as may be determined by the Board. The Treasurer should have knowledge of basic accounting procedures and have experience with excel spreadsheets.

- Promote and increase the image and visibility of AAEOPP and all TRIO programs whenever possible
- Advise and support the Executive Board members on matters related to their position
- Have a thorough understanding of the Association's accounting policies and practices
- Attend all scheduled and called Executive Board meetings, and if unable to attend, notify the President in advance
- Present a written detailed report of all AAEOPP financial expenditures and revenue at each board meeting
- Present a written, detailed financial annual report to the membership at the Delegate Assembly. Provide same report for publishing in the Association's Annual Report
- Advise the Executive Board regarding the banks which the Association maintains its accounts and on use or investment of surplus funds
- Assist the President in ensuring the budget reflects Association priorities and needs of the various committees and programs
- Work with the President and Finance Committee to prepare budget projections for the ensuing fiscal year
- Request submission of annual budget requests from officers and committee chairs for preparation of the annual budget
- Facilitate the selection of and meet periodically with the Association's auditor
- Assure the Association's tax exempt status is current
- Maintain accurate and official financial records and forward said materials to the next Treasurer in a timely manner
- Submit all financial records to auditor for the annual fiscal review
- Assist with conference registration receipts
- Receive funds for dues from AAEOPP Membership; deposit funds received
- Prepare checks for all AAEOPP approved expenditures
- Sign all checks and mail to recipients
- Provide assistance to SAEOPP as requested
- Serve as an ex officio member on the Finance & the Scholarship Committees
- Encourage members who have the potential to serve as an officer or to become more involved in the Association
- Assist the President and perform other duties as assigned by him/her



AAEOPP Past President

The Immediate Past President shall serve as the transition leader with the new AAEOPP Board; provide guidance to the President and the Board; chair the Orientation Committee of the new Board; provide a link and continuity from the previous Board to the new Board.

- Promote and increase the image and visibility of AAEOPP and all TRIO programs whenever possible
- Advise and support the Executive Board members on matters related to the position
- Attend all scheduled and called Executive Board meetings and if unable to attend, notify the President in advance
- Serve as the transition leader with the new Board of Directors, coordinating the new board Orientation
- Provide guidance to the President and the Board
- Attend meetings and other ceremonial functions as delegated if the President is unable to attend
- Chair committees or task forces, as may be delegated by the President
- Submit a written annual report regarding the committees chaired
- Encourage members who have the potential to serve as an officer or to become more involved in the Association
- Provide a link and continuity from the previous Board to the new Board
- Assist the President and perform other duties as assigned by him/her



Board Member Responsibilities and Expectations

Board members of AAEOPP lead the efforts of the Association in bringing together professionals involved in broadening accessibility to and success in postsecondary education. The Association's continued success depends on the personal commitment and active involvement of elected individuals, who embrace the privilege to serve and the responsibility to lead. Board members must agree to uphold the Association's Mission and meet the responsibilities and expectations detailed below. These include, but are not limited to:

Board Member Terms

Tenure - The term for officers is two years. Officers will be installed at the Spring Conference after the election. The term of office begins immediately following the conclusion of that Spring Conference.

Personal Involvement

Board Meeting Attendance – Attend all regional and state meetings held and activities requiring AAEOPP official representation. An orientation for the new board is held prior to the spring board meeting. **It is recognized that events sometimes arise that prevent attendance at a meeting.** If an individual believes he/she may frequently encounter scheduling conflicts, board service is not recommended.

Committee Participation – Chair at least one (1) committee as assigned by the President and actively participate in carrying out the committees' charges.

Event Participation – Attend AAEOPP state activities, SAEOPP regional activities, volunteering when possible to support scheduled programs and events.

Membership – The candidate must be a current member of AAEOPP and SAEOPP.

Leadership and Advocacy

Advocate - Be well informed to convey and promote the Association's Mission, Strategic Plan, and Programs. Participate in the annual SAEOPP Conference and the COE Policy Seminar.

Board Recruitment - Identify strong candidates for board service who will represent the Association effectively.

Mentor - Be a partner/mentor to a new board member or committee chair.

Strategic Planning – Participate in establishing and carrying out the annual operational plan in support of the Strategic Plan Goals and Objectives

Advice – Provide input to the board regarding member services and programs.

Financial Expectations

Annual Support – The SAEOPP Board requires that you make a personal contribution at a minimum of \$250 to Fair Share by June 30 of each year as a state president in addition to paying AAEOPP and SAEOPP dues. Other officers (Vice President, Recording Secretary, and Treasurer) are required to make a personal contribution at a minimum of \$200 to Fair Share by June 30 of each year in addition to paying AAEOPP and SAEOPP dues.

The Hierarchy of Leadership in AAEOPP

AAEOPP Executive Committee

The AAEOPP Executive Committee members are the Officers of the Association: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, and the Immediate Past President. Each has a voice in the conduct of business and has one vote. The President shall vote in case of a tie. The Executive Committee has the authority to manage the affairs of the Association between scheduled Board meetings and all emergency meetings approved by the president.

AAEOPP Board

The AAEOPP Board is composed of the Officers of the Association.

There are various committees in AAEOPP.

CAMPAIGN RULES

It is expected that all candidates will conduct their campaigns in an honest and ethical manner, with particular consideration given to the rights and privileges of fellow candidates. The purpose of these campaign rules is to assist members running for AAEOPP office to conduct their campaign in a way that will provide equal opportunity for candidates to inform members of their qualifications.

1. General Guidelines

- ❖ The Campaign Rules are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process.
- ❖ All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign workers follow the rules.
- ❖ Campaigns may not violate any AAEOPP rule or policy or destructively interfere with:
 1. The Nominating Committee’s duty to run the election and preserve its integrity.
 2. Other candidate’s campaigns
- ❖ Members should: (a) avail themselves of available background information about candidates for elected positions in the AAEOPP; (b) determine which candidates are best qualified to help AAEOPP achieve its Mission; and (c) make independent decisions about which candidates to vote for. Any practices that distort the democratic processes of the AAEOPP elections, such as vote trading for the purpose of supporting candidates, are unacceptable.
- ❖ Incumbency should not assure the re-election of an individual to an AAEOPP leadership position.
- ❖ Service in any AAEOPP leadership position should not assure ascendancy to another leadership position.

2. Definition of Campaigning

- ❖ The presentation of the personal qualifications and accomplishments of the candidates;
- ❖ Discussing a candidate’s stand on issues; and
- ❖ Discussing a candidate’s goals and objectives.

3. Candidates' Campaign Managers

- ❖ A candidate may choose one or more managers to handle his/her campaign. If so, the manager(s) must be identified as such and shall work cooperatively with the Nominating Committee chairs.
- ❖ Definition of a Campaign Manager: (1) one who has responsibility for campaign materials; (2) one who distributes campaign materials; (3) one who advises the candidate and (4) understands the Campaign Rules and Regulations.
- ❖ No campaign manager may work for more than one candidate.
- ❖ All campaign managers must be AAEOPP members.
- ❖ The Nominating Committee will be responsible for monitoring candidates and campaign managers and their activities.

4. Pre-Election Campaigning

- ❖ Prior to the election, potential candidates are permitted to campaign and solicit appropriate support from the AAEOPP membership.
- ❖ No candidate may begin campaigning before the established official date.
- ❖ AAEOPP takes no responsibility for publicity materials. A candidate who mails/distributes materials does so at his/her own risk and cost.

5. Violation of Campaign Rules and Regulations

- ❖ All campaign regulations violations should be reported to the Nominating Committee. The chairpersons will be responsible for investigating all violations.
- ❖ The Nominating Committee will take the necessary action against violators.
- ❖ Those who violate the campaign rules and regulations may be removed from the ballot.

6. Duties of the Nominating Committee during the Election Process

The duties of the Nominating Committee are:

1. The Committee Chairs will handle all questions regarding the campaign rules and regulations.
2. The Committee considers the qualifications of each candidate based on their Nomination Profile, and reserves the right to slate or not slate potential candidates based on those qualifications.



Nominating Timeline

<i>February 25, 2019</i>	1 st Call for Nominations
<i>March 11, 2019</i>	2 nd Call for Nominations
<i>March 15, 2019</i>	<i>Deadline for Nominations (12:00 midnight)</i>
<i>March 18 – 21, 2019</i>	The Nominating Committee will convene via conference call to: <ul style="list-style-type: none">• <i>Review Candidate information</i>• <i>Formulate slate of officers</i>• <i>Place Candidate photo and profile on the AAEOPP website</i>
<i>March 25 – April 5, 2019</i>	<i>Campaigning period (Candidates will be notified of their eligibility to compete for AAEOPP Office by the Nominating Committee)</i>
<i>April 9 - 10, 2019</i>	Voting Period
<i>April 16, 2019</i>	Tally Results
<i>April 23, 2019</i>	<i>Announce Election Results</i>
<i>April 23, 2019</i>	Nominating Committee sends letters to winners
<i>April 28 – May 1, 2019</i>	<i>AAEOPP Spring Conference</i> Submit full election report Install officers at the conclusion of the conference

