

PNAAC Information Guide 2010

As Alumni, you are part of a growing network. This network is one that our country has never seen before and one that will more accurately represent the changing demographics of this nation. In 2010, you will represent a group of more than 1,000 Posse Alumni and by 2020, your network will grow to close to 6,000. The Posse National Alumni Advisory Council (PNAAC) was launched in an effort to connect you with this growing number of powerful leaders.

goals:

PNAAC aims to engage Alumni, strengthen relationships between Alumni and the Foundation, provide continued leadership and professional development opportunities, and encourage the support of Posse through philanthropy, leadership and networking within the alumni community.

structure:

PNAAC is comprised of 12-14 Alumni Representatives: one each from Atlanta + Miami and two each from Boston, Chicago, Los Angeles, New York and Washington, D.C. Once Posse Atlanta and Posse Miami graduate their first Posses, they will increase their number of representatives to two. Alumni representatives serve two-year terms. A representative can serve up to two terms but would have to re-apply or be re-nominated for a second term. Terms do not need to be consecutive and representatives will be selected on an annual basis. In the case that an Alumna/Alumnus relocates to another city in which there is a Posse site after their first term, he/she is eligible to apply for the Alumni Representative position for that Site.

Alumni representatives will meet four times per year. All meetings will be held via conference call with the exception of one annual, in-person meeting. The cost of transportation and accommodation for the meeting will be covered by Posse. This year's meeting is scheduled for April 13-14, 2010.

ATLANTA BOSTON CHICAGO LOSANGELES MIAMI NEWYORK WASHINGTON, D.C.

responsibilities & criteria

responsibilities include, but are not limited to:

- Attending and participating in all meetings as the PNAAC representatives. These include three conference calls and one annual, in-person meeting. The meeting for 2009 will take place on April 13 –14, 2010
- Working closely with the site director, director of career and Alumni programs and national officer of Alumni relations to develop a strategy for local programming and activity
- Managing and recruiting a committee of Alumni to coordinate 1-3 local events per year (events may include holiday parties, networking sessions, career related workshops, etc.)
- Assisting with the planning and development of a national Alumni event
- Working in conjunction with Posse staff to support the collection of Alumni data
- Attending local and events and recruiting local Alumni to also attend
- Attending at least two advisory board meetings with reports and updates on Alumni activities. Each representative is expected to share this responsibility with their co-representative
- Making a financial contribution to Posse

**Expected time commitment is 10-15 hours per month.*

criteria:

We are looking to create a well-rounded and diverse council of Alumni representatives. Representatives should be committed to Posse, collaborative, innovative and hard working. The list below outlines the ideal qualities that we are seeking for the team:

- Demonstrated leadership experience both on-campus and post-graduation
- Commitment to Posse's mission
- Excellent interpersonal and communication skills
- Able to establish and maintain cooperative professional relationships with peers, staff, and advisory board members
- Interest in philanthropy
- Strong presentation skills and attention to detail
- Ability to manage peers and inter-group dynamics

application and nomination instructions

We hope to attract as many Posse Alumni as possible. We are accepting both applications and nominations. Posse Alumni, Posse board and advisory board members, and Posse Staff may nominate Alumni.

All Posse Alumni are eligible to apply. You **do not** have to be an Alumna/Alumnus from the Posse site that you are interested in applying to, but must be living in a city that has a Posse site (Atlanta, Boston, Chicago, Los Angeles, Miami, New York City, or Washington DC). For example, if you graduated through Posse New York at Vanderbilt, but now live in Atlanta, you are eligible to apply for the Posse Atlanta representative position.

*If you do not become a PNAAC representative there are many opportunities to take on leadership roles as a part of your local PNAAC sub-committee. Sub-committee members work closely with their PNAAC representatives on planning and facilitating Alumni events.

application process

All applications must be submitted online at www.possefoundation.org. The application consists of a submission of some background information, completed short answer questions, and a resume. All applicants must answer both short answer questions below. Each answer should be no more than 500 words. Interviews will be conducted after all applications have been received.

1. As an Alumna/us how do you see the Posse Foundation interacting with your life? What are some needs and services you believe PNAAC can help provide you with? As a PNAAC representative, keeping in line with the mission and goals of PNAAC (see PNAAC guide), how would you address the needs of the Alumni in your area?
2. What is one thing you will do differently as a PNAAC representative to better Alumni relations in your area and keep Alumni connected to the Posse Foundation?

nomination process

Nominations will be submitted directly to Wagner L. Bichotte, national officer of Alumni relations. Nominators should email Wagner the background information below in addition to a statement that describes why the nominee is a good candidate for the PNAAC Representative position. The statement should be no more than 200 words. Once Alumni are nominated, Wagner will contact them and instruct them to complete the online form.

BACKGROUND INFO

Nominator's Name:

Nominator's Email:

Nominator's Phone Number:

Nominee's Name:

Nominee's Email:

Nominee's Phone Number:

frequently asked questions

1. Can I apply if I am not living in a Posse city?

You must be living in or around the metropolitan area of one of Posse's cities (Atlanta, Boston, Chicago, Los Angeles, Miami, New York or Washington, D.C.)

2. I graduated from the Posse New York Site, but now I live in Los Angeles. Can I apply for the Los Angeles Alumni Representative position?

Yes. You do not need to be an Alumna/Alumnus from the Posse city that you are interested in applying to.

4. I am interested in applying, but can only commit to serving a one-year term. Can I still apply?

It is important that PNAAC representatives commit to and serve two-year terms so that we can maintain consistency in the work of PNAAC representatives. If you do not become a PNAAC representative there are many opportunities to take on leadership roles as a part of your local PNAAC sub-committee. Sub-committee members work closely with their PNAAC representatives on planning and facilitating Alumni events.

5. I noticed that a financial contribution is required from all Alumni Representatives. I currently work for a non-profit and am concerned about my ability to make a significant financial contribution. What is the minimum contribution that is required?

The Council aims to connect Alumni with one another while further cultivating leadership, philanthropy, and volunteerism amongst the Posse Alumni community. There is no minimum contribution required, but we intend for all of our Alumni representatives to contribute amounts that they feel comfortable with.

6. I am unable to attend the in-person meeting in April. Can I still apply?

No. It is imperative that all Alumni Representatives are able to attend the initial meeting in April.

7. Do I have to pay for my own airfare and accommodations for the April meeting?

No. The cost of travel and accommodations will be covered by Posse.

8. As a PNAAC representative, how much time will I spend doing work for PNAAC?

As a representative, you can expect to spend 10-15 hours a month working with PNAAC. Some of your time may be spent heading meetings or events or you may spend time emailing or calling Alumni.

9. Are both PNAAC representatives expected to attend all four meetings of the site's Advisory Board each year?

No. Each representative is expected to attend at least two of the Advisory Board meetings. There should always be at least 1 PNAAC representative at each meeting.

10. Are both PNAAC representatives expected to attend all events and meetings?

Yes. We would like both PNAAC representatives to be at every event and meeting. In addition, we expect PNAAC representatives to attend general Posse events such as: Awards Ceremonies, Fundraisers, Posse Olympics, etc.

11. As a PNAAC representative who will I be working with and who will assist me with setting up events?

You will work closely with your site director and we strongly encourage you to engage other Alumni who are willing to help with PNAAC's efforts. On a national level you will be working with the director of Career + Alumni programs, and Wagner L. Bichotte, national officer of Alumni relations.

For other questions, please contact Wagner L. Bichotte, national officer of Alumni relations at wagnerb@possefoundation.org.