

**New Jersey Educational Opportunity Fund Professional Association
Alliance of Educational Opportunity Fund Students of New Jersey**



**Governing Council Position
Nomination Application**

The mission of the Alliance of E.O.F. Students of New Jersey or A.E.S.N.J., a statewide E.O.F. student organization, is the development of strategies and programs which strengthen the social, political, economic, intellectual and spiritual welfare of the E.O.F. student community. A.E.S.N.J. resolves to impact upon the future directions of the E.O.F. program through advocacy at the local, state and federal levels, to prepare students to assume leadership positions within their student and at-large communities, and to address the improvement of the quality of life within our communities.

The A.E.S.N.J. Governing Council, responsible for conducting the affairs of A.E.S.N.J., is presently accepting candidate nominations for three vacant Governing Council positions. Organizational goals are:

1. To strengthen the ability of EOF programs and host institutions in gaining the necessary resources for improving their effectiveness in meeting the needs of EOF students.
2. To provide leadership training opportunities for students, EOF and other, which enhance self-empowerment, and the ability to relate to and work with others.
3. To exercise social and civic responsibility through community service and sponsorship of public education initiatives.
4. To actively network with youth leadership organizations which may be college, high school, or community agency based in promoting community development partnerships.

Eligibility Requirements

- * Must be an E.O.F. undergraduate or graduate student enrolled in a program of study at a New Jersey college or university for a minimum of one year prior to his/her nomination.
- * A nomination form must be filled out and is to include information on the candidate's background and its relevance to fulfilling the duties of council membership.
- * Must have a minimum cumulative grade point average of 2.50 and if an undergraduate must have earned at least twenty-four credits.
- * Must demonstrate participation or interest in social, civic, political, or community affairs.

General Responsibilities & Position Descriptions

All members of the A.E.S.N.J. Governing Council are required to attend monthly meetings held on the campuses of GC members and on the campuses of other New Jersey institutions. All

council meetings are held from 9:00am to 1:00pm. A.E.S.N.J. Chapter meetings are held every other month on the same day as council meetings and council members are required to attend such meetings. These meetings run from 1:00p.m. to 3:00pm.

Governing Council Meetings: Please visit our website at www.njeofpa.org/students for dates and locations.

***All positions are vacant. Attached is a description of each position, please check the position you are applying for.**

Nomination Application Process

All nomination forms must be sent to:
Educational Opportunity Fund Program
c/o Asha Bailey, AESNJ Chairperson
Rutgers University
School of Arts and Sciences
Douglass Campus
Federation Hall
4 Jones Avenue
New Brunswick, NJ 08901-2891

The deadline date for receipt of nomination applications is February 15, 2008 by 4:00 p.m. Shortly after, you will be contacted of an interview.

For Further Information

Please contact:

Noel Borges
Service Opportunities and Benefits Specialist
St. Peter's College
nborges@spc.edu

Ms. Shironda Harris
EOF Counselor/AESNJ Advisor
Passaic County Community College
Co-Advisor
Office: (973) 684-6737
Fax: (973) 684-6105
sharris@pccc.edu

A.E.S.N.J. Governing Council Positions

Chairperson

Responsibilities:

1. Coordinate the administration of the board's activities
2. Preside at all meetings of the board of directors
3. Appoint A.E.S.N.J. members to various duly constituted planning and decision-making bodies to include committees, councils, task forces and commissions
4. Serve as an ex-officio member of all planning and decision-making bodies
5. Assume responsibility for coordinating the nomination and appointment process for staffing the board with eight student officers
6. Serve as the A.E.S.N.J. liaison to the N.J.E.O.F.P.A executive board, and sit on this board as an ex-officio non-voting member
7. Serve as official representative of the board
8. Attend but not be required to attend regional branch meetings
9. Delegate to officers fulfillment of such duties and invitations that come within the scope of

their assignments

10. Countersign all financial certificates/items of financial transaction issued on behalf of A.E.S.N.J.
11. Prepare with the assistance of the board a two-year plan outlining A.E.S.N.J. goals and objectives. This plan in report form shall be made available to the organization's membership
12. Prepare with the assistance of the board an annual report, which represents information on the status of the organization's operational plans, goals and objectives, and includes the status of its fiscal condition. This report shall be made available to the organization's membership and its summary presented at the annual statewide meeting.

First Vice-Chairperson

Responsibilities:

1. Perform the duties of the chair in the absence or incapacity of the chair as determined by the board
2. Preside at board meetings in the absence of the chair
3. Recommend methods and strategies for conducting statewide educational and legislative advocacy efforts in coordination with N.J.E.O.F.P.A.
4. Assist in the general administration of the board's activities as determined by the chair
5. Make reports to the board on matters associated with his/her duties.

Second Vice-Chairperson

Responsibilities:

1. Perform the duties of chair in the absence or incapacity of the chair and first-vice chair as determined by the board
2. Preside at board meetings in the absence of the chair and first-vice chair
3. Recommend methods and strategies for conducting leadership training and development efforts in coordination with N.J.E.O.F.P.A. which target board officers, regional staff, chapter membership, and the at-large E.O.F. community
4. Serve as a liaison to N.J.E.O.F.P.A. on matters pertaining to A.E.S.N.J. participation in the N.J.E.O.F.P.A. student day conference
5. Assist in the general administration of the board as determined by the chair
6. Make reports to the board on matters associated with his/her duties.

Administrative Specialist

Responsibilities:

1. Record all proceedings of the board's meetings
2. Develop minutes from these proceedings and make these records available to the board
3. Keep on file all records, reports, correspondence and information necessary for the function of the board
4. Send all designated correspondence to board members and regional branches
5. Serve as liaison to the regional branch offices in providing technical assistance to these branches
6. Prepare for board action materials associated with determining A.E.S.N.J. membership as submitted by regional branch offices
7. Make reports to the board on matters associated with his/her duties.

Community Relations Specialist

Responsibilities:

1. Recommend methods and strategies for the development and dissemination of material

which promotes A.E.S.N.J. to its membership and the at-large community which includes but is not limited to the preparation of press releases, advertisements, and related promotional materials

2. Recommend methods and strategies for establishing relationships with youth leadership organizations whose purposes are similar to that of A.E.S.N.J.
3. Serve as the A.E.S.N.J. liaison to youth leadership organizations
4. Make reports to the board on matters associated with his/her duties.

Service Opportunities & Benefits Specialist

Responsibilities:

1. Establish/maintain a community service directory/data bank which identifies public and non-profit agencies, advocacy groups, and professional associations for the purpose of identifying volunteer service opportunities for A.E.S.N.J. chapters
2. Serve as the A.E.S.N.J. liaison to organizations presenting volunteer service opportunities
3. Recommend methods and strategies for providing program/activities, which recognize membership contributions to the fulfillment of the A.E.S.N.J. mission, these may include awarding of mini-grants to chapters based on special projects, academic and leadership scholarships, community service awards, and awards granted based upon exemplary educational and legislative advocacy efforts.

Fiscal Officer

Responsibilities:

1. Assist the board with the development of an annual budget
2. Complete General financial reports
3. Make financial records available to the board
4. Make and Fill Out financial certificates/items of transactions issued
5. Recommend finance and development fund programs/activities in coordination with N.J.E.O.F.P.A., which provides a financial base of support for A.E.S.N.J.
6. Make reports to the board on matters associated with his/her duties
7. Assist with other matters or duties related to A.E.S.N.J.

A.E.S.N.J Representative

Responsibilities:

1. Assist in determining A.E.S.N.J. mission and purposes
2. Determine board processes and procedures for reviewing board performance
3. Ensuring organizational planning and adequate resources
4. Assist in managing resources effectively
5. Assist with monitoring the organization's programs and services
6. Assist in enhancing the organization's public image
7. Serve as assistants to executive officers in fulfilling their areas of responsibility

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Candidate's Name: _____

Campus Address: _____

Home Address: _____

Campus Phone #: _____ Home Phone #: _____

Eligibility Certification

To certify your eligibility for declaring your candidacy for membership to the A.E.S.N.J. Governing Council please provide for the signature of your E.O.F. Director or other E.O.F. staff person.

E.O.F. Director Signature: _____

Other E.O.F. Staff Person: _____

Nomination Information

This section must be completed by the individual sponsoring your nomination. Please provide for the signature and related information of a college faculty person, administrator, or E.O.F. staff person who is sponsoring your nomination application.

Sponsor's Name: _____

Sponsor's Work: _____

Address _____

Sponsor's Work #: _____

Sponsor's Relationship to Applicant: _____

Sponsor's recommendation:

Please provide your assessment of the candidates' ability to assist A.E.S.N.J. with fulfilling its mission, addressing its goals, and carrying out responsibilities specific to the vacant Governing Council's position (s) sought.

