

**Cal Alumni Club of Washington DC  
(DC Cal Alumni Club)**

**2014 Annual Meeting  
Elections Information & Officer Criteria**

**Election Information**

In December of each year, the Cal Alumni Club of Washington DC elects Officers for the following calendar year at its Annual Membership Meeting. Elections are open to all current club members, and all alumni members are eligible to vote at the meeting.

The elections are run by the Immediate Past President, with support from the Governors of the DC Cal Alumni Club, as well as any current officers who are not standing for elected office at the Meeting.

All candidates for office are expected to have previously served on at least one committee or helped organize at least one event in the previous year prior to running for office. All officers must agree to join the Cal Alumni Association if elected to office. The President and Treasurer must have served as an Officer or a Committee Chair for at least one year prior to candidacy, and it is recommended that the Membership Director have similar experience.

Eligibility for candidacy will be judged by the Immediate Past President.

Governors may choose to make recommendations of candidates for office. If made, these recommendations should not be considered an endorsement – they are merely a judgment made by the Governors that a certain candidate would perform well in the position if elected. More than one candidate for an office may be recommended, and Governors may also choose to not make recommendations for a certain office, or to recommend an “abstain” vote for a position (which means a recommendation for a board appointment for the position).

**Elections Process and Deadlines**

Eligible candidates who intend to run for a position on the Board must file a Statement of Candidacy to run for office. For this Statement of Candidacy to appear in the club email newsletter, it must be received at least **5 days** prior to the Annual Meeting. Those received earlier will be posted earlier, and therefore receive more attention from our members.

For a candidate to be listed on the printed ballot, the Statement of Candidacy must be received at least **2 days** prior to the Annual Meeting. However, any current member may file for office right up to the time of the election, and run for office as a write-in candidate.

During the elections, candidates for each office will be given a chance to speak to the group, attendees will be given the opportunity to ask questions of each candidate, and candidates will be able to ask one question of others competing for the position.

Candidates may file for more than one position but may only hold one. A candidate must receive a plurality or majority of votes to be declared the winner, or must receive a majority of votes if a candidate is uncontested. Any position, other than President, not filled at the Annual Meeting will be subject to appointment by the Board of Directors at an upcoming meeting. An “abstain” vote for a position is seen as a vote to have the position filled as an appointment at a future meeting.

## **Criteria for Club Officer Descriptions**

### ***President***

*(estimated time commitment: 10-12 hours per week)*

*(note: this position is not up for election this year)*

- Oversee the general management of the Club
- Call Board meetings and coordinate the activities of the Club
- Ensure smooth operation of the Board
- Appoint committees for the Club as well as chairpersons for those committees, with a majority vote of the Board
- Serve as the primary liaison to the California Alumni Association
- Maintain communication with the Club through the listserv, website, and online social networks
- Oversee the Board transition and training upon departure
- Disburse Club monies in the event of the Treasurer’s absence

### ***Executive Vice President***

*(estimated time commitment: 5-7 hours per week – 1 year term – 3 term limit)*

- Maintain and coordinate the calendar of Club activities
- Preside over Board meetings if the President is absent
- Serve as a liaison between the Club and the Capitol Alumni Network (CAN)
- Attend at least four CAN meetings on a quarterly basis
- Succeed the President for the remainder of the term in the event of a vacancy
- Serve as club liaison to the DC Cal “Politicos” group (Capitol Hill staffers and other alumni political professionals in the DC area).

### ***Membership Director***

*(estimated time commitment: 3-5 hours per week – 1 year term – 3 term limit)*

- Maintain a current database of active alumni club participants, including dues-paid members, sub-group participants, and attendees at club events.
- Track alumni club engagement, including social media involvement, e-newsletter engagement, etc.
- Ensure membership materials are distributed at club events
- Implement strategies to increase the number of dues-paying members
- Provide support to leaders by targeting likely alumni attendees to events.
- Ensure that club leaders use club lists responsibly, and report any violations to the board.

### **Treasurer**

*(estimated time commitment: 5-7 hours per week – 2 year term – 2 term limit)*

- Work closely with all event coordinators to budget for events and account for profits or losses generated by events
- Receive funds paid to the Club, both electronically and in paper format.
- Disburse money on properly authorized orders and invoices
- Keep an accurate written record of all receipts disbursements
- Present a Treasurer's Report to the Board on a monthly basis
- Produce financial statements for the Club on a quarterly and club year-end basis
- Have authorization to distribute funds on behalf of the Club
- Tally votes from the Board and record minutes in the absence of the Secretary

### **Secretary**

*(estimated time commitment: 3-5 hours per week – 1 year term – 3 term limit)*

- Coordinate with the President to collect agenda items and distribute agendas prior to meetings
- Track attendance and keep minutes of the proceedings of all Board meetings of the Club
- Tally votes from the Board
- Provide, maintain, and circulate current copies of the Club's Bylaws
- Oversee and manage the production of the Club's annual (or other frequency as agreed upon by the Board) newsletter
- Oversee and manage the semi-annual audit of the Club's financial records
- Maintain club history and archives

### **Vice President of Activities**

*(estimated time commitment: 5 hours per week – 1 year term – 3 term limit)*

- Serve as a liaison between the Board and appropriate event planning committees  
These committees include:
  - Supper Club
  - Speak Up Berkeley
  - University Row
  - Annual Picnic
  - Brunch Bunch
  - Happy Hours
  - Trivia Team
  - Community Service
  - Culture Club
  - Speaker Series
  - Annual Reception
- Oversee and maintain a schedule of activities consisting of a well-rounded series of events that may include social events, educational activities, happy hours, community service events, and cultural activities

### **Vice President of Athletics**

*(estimated time commitment: 5 hours per week – 1 year term – 3 term limit)*

- Serve as a liaison between sports teams and the Board
- Identify coaches to coordinate sports teams
- Coordinate Cal sports viewings, including identifying venues, maintaining relationships with venues, and recruiting new members at sports viewings
- Coordinate club trips to DC sports event (*Nationals, DC United, Redskins, etc.*)
- Oversee and manage the Big Game Viewing Party
- Serve as an alternative in the absence of the Executive Vice President at CAN meetings

### ***Vice President of Student Relations***

*(estimated time commitment: 5 hours per week – 1 year term – 3 term limit)*

- Oversee and manage volunteers to plan the Accepted Students' Reception, manage the club's role in Cal in the Capital summer events, career information events for students, etc.
- Serve as a liaison for Cal's student programs in Washington, DC, including the UCDC program and the Cal in the Capital program
- Serve a liaison to the DC Cal Ambassadors committee, who manage the club's high school recruitment effort in the National Capital area.
- Manage relationships with student groups on the UC Berkeley campus, including the ASUC and other relevant groups.

### ***Vice President of Professional Development***

*(estimated time commitment: 2-5 hours per week – 1 year term – 3 term limit)*

- Recruit and supervise volunteers to plan at least two career networking or professional development events per year
- Help connect alumni with similar professional interests
- Develop a plan for assisting newly graduated students to transition to their professional lives.
- Manage the club's student & recent alumni mentorship programs.

For more information about available positions, or about the club in general, please email Immediate Past President Dave Timmons at [dave.timmons@dccalumni.org](mailto:dave.timmons@dccalumni.org), or Mike Milwee, Governor, at [michael.milwee@hotmail.com](mailto:michael.milwee@hotmail.com). We can put you in touch with current/past officers, describe past programs/activities, etc. Much of this information is available on our [website](#).

To file as a candidate for an officer position, please fill out the 2014 Statement of Candidacy, fill out this [Google form](#), email [info@dccalumni.org](mailto:info@dccalumni.org), or call our club hotline at (202) 630-OSKI.

*Thank you for your support of the DC Cal Alumni Club – Go Bears!*