

Board Nomination Form

The Valparaiso University Guild is seeking candidate nominations for a three-year term on the Guild Board of Directors, beginning January 1, 2013, and ending December 31, 2015.

Please give prayerful thought to nominating members who are committed to the values, vision and mission of the Guild; have the ability to lead, motivate and encourage Guild members; and have skills in interpersonal relations, managerial methods and communication.

The Guild Board serves on behalf of the membership and should embody the demographical diversity of the membership, including a wide age and geographical range, as well as alumni and non-alumni leaders.

Job Description

The Guild Board of Directors is a body of nine (9) directors, each elected to a three-year term of service. The directors will have the primary responsibility of guiding and directing the strategic planning of the Valparaiso University Guild. Each director may have additional responsibilities as determined by the Board.

Duties and Responsibilities:

- Provide outreach to create awareness about the Guild and attract new members
- Approve the appointment of committees and committee chairs
- Approve the annual Guild budget
- Allocate the Guild Campus Gifts in accordance with the vote by the Members
- Allocate the income from the Guild Endowment Fund
- Elect Guild Board of Directors' officers
- Attend national and Board meetings (may require travel and overnight stays)
- Maintain Guild membership as defined in the Guild Bylaws: Article IV, Section 1
- Serve in accordance with corporate bylaws
- Be joyful in service to the Guild and take pride in assisting the well being of the University community

Skills and Qualifications:

- Organization Knowledge: Maintain an understanding of the vision, mission, purpose, policies, and initiatives of the Valparaiso University Guild.
- Communication: Ability to listen, speak and write effectively
- Strategic Thinking: Ability to consider long-range perspective on challenges, decisions, situations, and events.
- Computer Skills: Word, Excel and e-mail is essential
- Utilize organizational skills
- Willingness to take initiative and meet deadlines
- Member of a Christian denomination

Time Commitment:

- Averages 2-4 hours weekly
- Minimum of three face-to-face meetings per year
- Periodic conference call meetings

I have confirmed this nominee's willingness to be considered.

Nominee's Name: _____

Address: _____

E-mail: _____ **Phone:** _____

Qualifications and Experience of Nominee Relative to Serving on the Guild Board:

Submitted by: _____

Please return this completed form by March 16, 2012, to the Valparaiso University Guild by mail at 1100 Campus Drive South, Valparaiso IN 46383, by fax at 219.464.5467, or by e-mail attachment to guild@valpo.edu.