



## 2012 Executive Board Selection

Thank you for your interest in being a candidate for the NAAAP Atlanta Executive Board. Since 1997, NAAAP Atlanta has grown to become the premier organization in the Atlanta region that helps Asian professionals gain critical skills for career success. Our regular and consistently well-attended networking events gather people of all Asian backgrounds as well as non-Asians. Our impact on the community is noteworthy, with *Chopstix for Charity* to date, contributing more than \$380,000 in grants to organizations in the metro Atlanta.

We are looking to fill seven seats on NAAAP Atlanta's Executive Board. Please review the accompanying information and determine your interest in serving in the available board positions. Note that the term of office for most of the available positions is two years, i.e. from January 2012 to December 2013. In some cases, the current board member is stepping down and the term of service is only one year. Current board members are here: <http://www.naaapatlanta.org/About/ExecutiveBoard.aspx>.

In addition to the board roles described in the following pages, below are important criteria that a NAAAP Atlanta executive board member should possess:

- Strong **vision** to guide NAAAP Atlanta's growth and progress
- Proven capabilities in **leading**, engaging and developing others to deliver results
- Strong **organizational skills** to manage multiple tasks and priorities
- Willingness to "**roll up sleeves**" and participate (and lead) in the work necessary to deliver results
- **Attend** more than 50% of chapter events during the year, plus attendance at board meetings
- Eagerness to **collaborate** and work across functions internally and with other organizations
- **Passion** and **energy** that captivates and encourages others to contribute to NAAAP Atlanta's successes
- **Recruit** and **retain** members to serve on the leadership team to sustain the organization
- Treats all members, sponsors and community partners with **respect** and **professionalism** at all times

Serving as a member of NAAAP Atlanta's Executive Board promises to be a rewarding experience in many ways. Please speak with any of the current board members about serving on the board. We welcome your interest in serving in this leadership role. Do not hesitate to contact me if you have any questions.

Regards,

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## Introduction

### **Welcome!**

Thank you for your interest in joining NAAAP Atlanta's Executive Board. As a board member, you will work closely with other members of the leadership team to guide and grow an organization dedicated to connecting Asian professionals through professional development, business networking, and community outreach. We sincerely appreciate your enthusiasm and look forward to both your participation in this process and your contribution to this organization.

### **About the National Association of Asian American Professionals (NAAAP)**

The National Association of Asian American Professionals is a 501(c)(3) non-profit organization with more than 25 chapters and ventures across the United States and Canada. NAAAP Atlanta is one of the largest and most active chapters. We are also one of the most successful chapters, winning National Chapter of the Year for three of the past five years and earning accolades in other areas. However, we still believe that we can and must do much more for our members, sponsors, and community. We hope you will be part of the team to get us there!

### **About the NAAAP Atlanta Executive Board (Board)**

The NAAAP Atlanta Executive Board (Board) sets strategic direction, determines goals and priorities, and establishes policies. The Board is composed of nine members, each of whom serves for two years in an important leadership capacity. In order to preserve Board continuity, Board members begin their calendar terms (January through December) in alternating years, with four Board members beginning their terms in one year and five Board members beginning their terms in the following year. Ideally, prospective Board members will have had experience in a professional or community leadership role and still have a passion for working with other motivated leaders to make a difference. We encourage people from all backgrounds to be a part of our diverse leadership team. The responsibilities of a Board Member include:

- Working closely with the each Board member to achieve the overarching one-year vision
- Recruiting, developing and mentoring one's organizational area and managing directors and leads
- Attending monthly board meetings and occasional special meetings
- Voting on various organizational and financial issues

The benefits of being a Board Member include:

- Opportunity to make considerable impact and influence in the professional development network of Asian professionals in the Atlanta metro area
- Waiving of future membership dues and subsidized access to select NAAAP and community events, including banquets, training programs, and the annual NAAAP National Convention
- Exclusive Leadership Training, including the Atlanta and National Leadership Retreats



## Open Board Positions

Description	Duration
<p><b><u>National Liaison</u></b> is the go-between to NAAAP National and is required to serve on a National committee. The incumbent must have a good understanding of the local chapter mission and vision that enables the liaison to provide input on issues and concerns from the local chapter. The incumbent will report changes at the National level to the chapter, particularly those that have impact to the chapter's operations.</p>	2012
<p><b><u>VP Finance and Operations</u></b> oversees and manages budgets, forecasts, financial planning and general accounting functions. The incumbent processes invoices and reimbursements in a timely manner, delivers financial reports and ensure tax requirements are meet. Other responsibilities include managing physical assets.</p>	2012
<p><b><u>VP Corporate Relations</u></b> identifies and secures sponsorship dollars. The incumbent develops and cultivates an ongoing positive relationship with active, potential and past sponsors. This includes understanding and delivering on sponsor needs, communicating events and actively seeks sponsor participation. Other responsibilities include identifying and implementing alternative revenue streams.</p>	2012
<p><b><u>VP Marketing and Communications</u></b> handles the creativity and creation of marketing assets and communication methods. The incumbent ensures the delivery of both pre- and post- event and program promotion to members, corporate sponsors and the community at large through the development and maintenance of the website, social media, marketing material and press releases. The incumbent maintains a collaborative relationship with other organizations and the media outlets to cross-promote events and programs that provide professional development and community outreach opportunities. Other responsibilities include ensuring there is adequate and appropriate marketing material at all events including those where we have a presence.</p>	2012
<p><b><u>VP Professional Development</u></b> identifies, creates and delivers programs and events that promote the professional and personal development of members, sponsors and the community. This includes working with Corporate Relations to ensure sponsor needs are met, identify and implement long-term programs as well as collaborating with external groups on programs or events that align with the organization's mission and vision. The incumbent has a good understanding of current affairs, identifies just-in-time opportunities, and delivers timely events.</p>	2012-2013
<p><b><u>VP Member Relations</u></b> develops creative recruiting methods, works towards maintaining the membership base and reduces attrition through understanding of the needs of the members. The incumbent identifies, and delivers member only benefits and incentives as well as organizes the monthly N3 and other member only events. Other responsibilities include the maintenance of the member database, member payments and mailing lists.</p>	2012-2013
<p><b><u>VP Community Relations</u></b> maintains a positive relationship with organizations in the Atlanta area that align with the NAAAP mission and vision. The incumbent organizes high impacting community service through outreach, volunteerism and cross-promotion. This would include collaboration with other community organizations.</p>	2012-2013



## Executive Board Application

### General Information

Thank you for your interest in joining NAAAP Atlanta's Leadership Team! The Leadership Team is composed of Executive Board members and committee chairs/directors. The standing Board of Directors interview and select the incoming Executive Board. The new Executive Board then selects directors and committee chairs.

- Most Executive Board positions are for a two-year term that begins on January 1
- Applicants may apply for multiple Board positions but may only serve in one Board position
- The standing Executive Board will interview and select the incoming Executive Board
- Candidates **must** be available for interviews on December 11 between 1:00 pm and 5:00 pm

### Application Process & Schedule

- 12/04/11: Applications due no later than 11:59 PM ([apply@naaapatlanta.org](mailto:apply@naaapatlanta.org))
- 12/07/11: Interview time scheduled for December 11 between 1:00 PM and 5:00 PM
- 12/11/11: Attend interview session
- 12/12/11: Applicants informed of decision
- 12/15/11: New Executive Board announced at the N3

### Application Instructions

To apply, please send an email to [apply@naaapatlanta.org](mailto:apply@naaapatlanta.org) with the following attachments:

An **application statement** (in MS Word, PDF, etc., max of 4 pages) which includes the information requested below. Please respond by referencing the numbers below.

1. Full name and contact information (phone number and email address)
2. Brief bio summarizing your background and accomplishments (examples of bios can be found at: <http://www.naaapatlanta.org/About/ExecutiveBoard.aspx>)
3. Position(s) you are interested in, in order of interest/preference
4. Your reasons for serving on NAAAP Atlanta's Executive Board
5. What impact you hope to have on NAAAP
6. What you hope to gain from this opportunity
7. For each position you are interested in, state the relevant skills and experiences you bring to benefit the Board and NAAAP
8. Provide relevant roles you have served with other organizations or will serve in 2012
9. Describe your level of involvement with NAAAP thus far, if any
10. Copy of your résumé or CV

### Questions

Please write to [apply@naaapatlanta.org](mailto:apply@naaapatlanta.org)