



## **Selection Process for LIA Alumni Association President**

### **Candidates must meet the following criteria:**

- High school graduate
- LIA Alumni at least one year in high school or at least one year in a college chapter
- If currently in school, the candidate must be in good standing

### **Candidates must submit an application to include the following:**

- Professional resume (maximum 2 pages) to include the following:
  - ▶ Educational history
  - ▶ Current or final GPA from high school or college
  - ▶ Professional / work history
  - ▶ Skills and interests
- Letter of Interest (maximum 2 pages) detailing:
  - ▶ Previous involvement with LIA
  - ▶ Reason for desiring to serve as President
  - ▶ Skills the candidate brings to the position
- Permission to complete a background check. Candidates may disclose any information that may come up on a background check with an explanation on a separate page

### **Selection process:**

- Candidates must submit their application to Burton Rojas at [burton@latinosinaction.org](mailto:burton@latinosinaction.org) by **Friday, March 8, 2019**.
- LIA administrative staff will review all applications and select the president from the pool of applicants.
- The successful candidate will work with Burton Rojas to select a leadership team with roles and responsibilities to be determined.



## **LIA Alumni Association President Responsibilities**

- Select a leadership team with roles and responsibilities with guidance and direction from Burton Rojas, LIA Director of Post-Secondary and Career Development.
- Oversee the implementation of all Alumni Association initiatives to include:
  - ▶ Outreach to and recruitment of alumni
  - ▶ Fund raising for Alumni Association activities and for the LIA Alumni Association scholarship
  - ▶ Community service engagement with LIA alumni
  - ▶ Professional development opportunities
  - ▶ Maintaining a consistent social media presence
  - ▶ LIA "spotlights" on LIA alumni
  - ▶ Volunteer recruitment for school presentations and conferences
  - ▶ Any other activities deemed necessary to grow the Alumni Association and engage LIA alumni



## **General Information**

- Burton Rojas will serve as advisor to the Alumni Association and will work closely with the leadership team once selected to maintain LIA program integrity.
- The LIA Alumni Association leadership team will meet with Burton Rojas on a regular basis at an interval to be determined.
- The President can serve up to two (2) years at the will of the LIA administrative staff. At the end of the president's two-year term this selection process or a modified version of it will take place to select a new LIA Alumni Association president.
- If the president cannot fulfill the duties of the role at anytime during the (2) year term he or she may vacate the office by letter of resignation.
- A simple majority vote of the LIA administrative staff will be necessary to remove any member of the LIA Alumni Association leadership team for non-activity or for cause.
- If the president steps down or is removed from office the LIA administrative staff will fill the role by the same process outlined above.
- If any other member of the LIA Alumni Association leadership team steps down or is removed, the president will work with Burton to select another person to fill the role.