

# AESNJ

Alliance of Educational Opportunity Fund Students of New Jersey



# Executive Board Positions Currently Available

The Alliance of Educational Opportunity Fund Students of New Jersey (AESNJ) organization is a community of New Jersey College students enrolled in the Commission of Higher Education campus based Educational Opportunity Fund Programs. The mission of AESNJ is the development of strategies and programs which strengthen the social, political, economic, intellectual, and spiritual welfare of EOF students operating under the guidance and direction of the New Jersey Educational Opportunity Fund Professional Association (EOFPANJ).

## **Eligibility Requirements:**

- 1) Must be an EOF undergraduate student enrolled in a program of study at a New Jersey college or university for a minimum of one semester prior to his/her nomination.
- 2) Must have a minimum cumulative grade point average of 2.5 and if an undergraduate must have earned at least twelve credits.
- 3) Must demonstrate participation or interest in social, civic, political, or community affairs.
- 4) Be able to commute to all meetings and events.

## **General Responsibilities:**

All members of the AESNJ executive board are required to attend monthly meetings held on different campuses in the state. AESNJ meetings are held twice a month. In person meetings are held from 11:00am to 1:00pm on the second Saturday of the month. Virtual meetings are held from 6:30pm to 8:30pm on the last Sunday of the month.

If you have any questions contact your Regional Representative at: [statewideaesnj@gmail.com](mailto:statewideaesnj@gmail.com) or 201-200-3469

## **Executive Board Chairperson ( 2 Year Term)**

Responsibilities: Coordinate the administration of the board's activities. Preside at all meetings of the board of directors. Appoint AESNJ members to various duly constituted planning and decision-making bodies to include committees, councils, task forces and commissions. Serve as an ex-officio member of all planning and decision-making bodies. Assume responsibility for coordinating the nomination and appointment process for staffing the board with twelve student officers. Serve as the AESNJ liaison to the EOFPANJ executive board, and sit on this board as an ex-officio non-voting member. Serve as official representative of the board. Attend but not be required to attend regional branch meetings.

Delegate to officers fulfillment of such duties and invitations that come within the scope of their assignments. Countersign all financial certificates/items of financial transaction issued on behalf of AESNJ. Prepare with the assistance of the board a two-year plan outlining AESNJ goals and objectives. This plan in report form shall be made available to the organization's membership. 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.

**Executive Vice-Chairperson ( 2 Year Term)**

Perform the duties of the chair in the absence or incapacity of the chair as determined by the board. Preside at board meetings in the absence of the chair. Recommend methods and strategies for conducting statewide educational and legislative advocacy efforts in coordination with EOFPANJ. Assist in the general administration of the board's activities as determined by the chair. Make reports to the board on matters associated with his/hers duties.

**Administrative Specialist (1 Year Term)**

Record all proceedings of the board's meetings. Develop minutes from these proceedings and make these records available to the board. Keep on file in the Google Drive records, reports, correspondences and information necessary for the function of the board. Send all designated correspondence to board members.

**Parliamentarian (1 Year Term)**

The parliamentarian must be well aware of the procedures for any type of decision or debate that occurs with the Statewide AESNJ Board. Must be familiar with Robert Rules of Order. The debates held by Statewide AESNJ members will be run by the parliamentary procedure designed and enforced by the Parliamentarian.

**Fiscal Officer (1 Year Term)**

Assist the board with the development of an annual budget. Complete general financial reports. Make financial records available to the board. Make and fill out financial certificates/items of transactions issued. Recommend finance and development fund programs/activities in coordination with EOFPANJ, which provides a financial base of support for AESNJ. Make reports to the board on matters associated with his/her duties. Assist with other matters or duties related to AESNJ.

**Community Relations Specialist (1 Year Term)**

Recommend methods and strategies for the development and dissemination of material which promotes the Statewide AESNJ 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. Recommend methods and strategies for establishing relationships with youth leadership organizations whose purposes are similar to that of the Statewide AESNJ. Serve as the Statewide AESNJ liaison to youth leadership organizations. Make reports to the board on matters associated with his/her duties.

**Service Opportunity Benefits Specialist (1 Year Term)**

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 AESNJ chapters. Serve as the Statewide AESNJ liaison to organizations presenting volunteer service opportunities. Recommend methods and strategies for providing program/activities, which recognize membership contributions to the fulfillment of the Statewide AESNJ 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.

**North Regional Representative (1 Year Term)**

Be in communication and informed with any events that are under their jurisdiction. These include schools that are within the following counties (Hudson, Essex, Union, Morris, Passaic, Warren, and Bergen). Communicate with student organizations of Statewide AESNJ events and community services.

Arrange dates and times to host workshops and meetings at institutions within regions that they are responsible for. Shall help reestablish or establish AESNJ chapters at their institutions within the EOF community that do not have a chapter. Provide executive board with a monthly report on updates of their AESNJ chapters and/or reestablished or established chapters. The report should include a list of the chapters and their contact information, which can be kept under the Google account of Statewide AESNJ and can be updated as necessary.

**Central Regional Representative (1 Year Term)**

Be in communication and informed with any events that are under their jurisdiction. These include schools that are within the following counties (Somerset, Hunterdon, Middlesex, Monmouth, and Ocean). Communicate with student organizations of Statewide AESNJ events and community services. Arrange dates and times to host workshops and meetings at institutions within regions that they are responsible for. Shall help reestablish or establish AESNJ chapters at their institutions within the EOF community that do not have a chapter. Provide executive board with a monthly report on updates of their AESNJ chapters and/or reestablished or established chapters. The report should include a list of the chapters and their contact information, which can be kept under the Google account of Statewide AESNJ and can be updated as necessary.

**South Regional Representative (1 Year Term)**

Be in communication and informed with any events that are under their jurisdiction. These include schools that are within the following counties (Camden, Gloucester, Salem, Cumberland, Cape May, Atlantic). Communicate with student organizations of Statewide AESNJ events and community services. Arrange dates and times to host workshops and meetings at institutions within regions that they are responsible for. Shall help reestablish or establish AESNJ chapters at their institutions within the EOF community that do not have a chapter. Provide executive board with a monthly report on updates of their AESNJ chapters and/or reestablished or established chapters. The report should include a list of the chapters and their contact information, which can be kept under the Google account of Statewide AESNJ and can be updated as necessary.

**Statewide AESNJ Representative (1 Year Term)**

Assist in determining the Statewide AESNJ mission and purposes. Determine board processes and procedures for reviewing board performance. Ensuring organizational planning and adequate resources. Assist in managing resources effectively. Assist with monitoring the organization's programs and services. Assist in enhancing the organization's public image. Serve as assistants to executive officers in fulfilling their areas of responsibility.