**Template (1): Email Seeking Alumni Club President Nominations**

Subject: Seeking Nominations for President, Michigan Ross Alumni Club of {{Region or Affinity}}

Dear %%FIRST\_NAME%%,

Thank you for the support that so many of you have shown toward the Michigan Ross Alumni Club of {{Region or Affinity}} these past {{number of }} years. While it has been an honor for me to serve as your alumni club president, due to {{a recent expansion of personal and professional obligations}}, I sadly must step down from this leadership position. I am currently seeking nominations for my successor to ensure that Michigan Ross alumni club programming and activities in the {{Region or Affinity}} area continue.

The new club president will be instrumental in continuing to build meaningful opportunities for Michigan Ross alumni to engage with other alums, local business and organizations, and the School. This is a wonderful chance to have a tangible impact on the community and to expand one’s leadership skills through overseeing a volunteer organization.

*If applicable:* [[In addition, the club {{officer role}} will remain in their position(s), so the incoming president will already have the support of an experienced leadership team member.]]

Please see the {{addendum/attachment}} for a full description of alumni club president duties.

**How you can help**:

*Option 1, if you directly solicit local alumni who have been suggested as leaders by Michigan Ross staff:* [[You have been recommended as an excellent candidate for an alumni club leadership role. If you are interested in being President of the Michigan Ross Alumni Club of {{Region or Affinity}}, please respond before {{Date}}, at which time I will be opening leadership nominations to all {{Region}}-area alumni. In your response, please include a short paragraph that describes your interest in the position.]]

*Or Option 2, if you reach out to entire alumni club:*

Alumni can nominate themselves or other alums for the roles of {{Region or Affinity}} Alumni Club President, {{Treasurer, and Communications Officer. -- *whichever roles you might be looking to fill*}}. To do so:

1. Reply to this email, or send an email to me directly at {{email address}}. Please include a short paragraph that describes your interest in the position or the nominated alum’s qualifications.

2. Nominations are due by {{date selected}}. I will then follow up with nominees to further discuss the officer roles available.

3. New {{Region or Affinity}} Alumni Club leadership will be announced via email. I hope to see the incoming president in place by {{Date}}.

Please do not hesitate to contact me at {{email address}} with questions regarding the nomination process, officer responsibilities, or any other related topics.

I look forward to your participation in this process, and to the potential of engaging with {{one/some}} of you so we can continue to support our fellow alumni via the Michigan Ross {{Region or Affinity}} Alumni Club.

Go Blue!

{{Name}}

Outgoing President, Michigan Ross Alumni Club of {{Region or Affinity}}

**{{Paste or attach bulleted list of available officer roles and responsibilities from “Alumni Club Organization and Leadership Roles” document, tailored to your club’s needs}}**

**Template (2): Email Seeking Alumni Club Officer Nominations**

Subject: Seeking Officer Nominations, Michigan Ross Alumni Club of {{Region or Affinity}}

Dear {{Region or Affinity}}-area alumni:

It has been a honor for me to serve as your alumni club president these past {{number of}} years. In that time, the {{Region or Affinity}} club’s programmatic needs have continued to expand in indirect proportion to my own bandwidth.

To {{continue to}} offer you the high caliber professional development, networking and career-oriented opportunities one would expect of Michigan Ross-affiliated activities, I am in great need of alumni volunteers willing to assume a formalized alumni club leadership role. As such, the {{Club Name}} is currently seeking nominations for its {{leadership team/board}}. Specifically, I am looking to fill the positions of {{name open positions}}.

Alumni club officers play an instrumental role in club operations and decision-making, guiding the development of programs and activities and helping to shape the future direction of the club. Through their leadership and volunteer efforts, officers can have a tangible impact on the {{Club Name}}, develop deeper relationships with other alumni and volunteers, and play an important role as ambassadors of the worldwide Michigan Ross community.

Please see the {{addendum/attachment}} for a full description of officer duties.

**How you can help**:

*Option 1, if you directly solicit local alumni who have been suggested as leaders by Michigan Ross staff:* [[You have been recommended as an excellent candidate for an alumni club leadership role. If you are interested, please respond before {{Date}}, at which time I will be opening leadership nominations to all {{Region or Affinity}}-area alumni. In your response, please include a short paragraph that describes your interest in the position.]]

*Or Option 2, if you reach out to entire alumni club:*

Alumni can nominate themselves or other alums for the positions of Michigan Ross Alumni Club of {{Region or Affinity}} {{officer roles available}}. To do so:

1. Reply to this email, or send an email to me directly at {{email address}}. Please include a short paragraph that describes your interest in the position or the nominated alum’s qualifications.

2. Nominations are due by {{date selected}}. I will then follow up with nominees to further discuss the officer roles available.

3. New {{Region or Affinity}} Alumni Club leadership will be announced via email, and the new leadership {{team/board}} will subsequently convene for its first meeting. I hope to see the incoming leadership team in place by {{date selected}}.

Please do not hesitate to contact me at {{email address}} with any questions regarding the nomination process, officer responsibilities, the typical volunteer time commitment, or any other related topics.

I look forward to your participation in this process, and to the potential of engaging with {{one/some}} of you so we can continue to support our fellow alumni via the Michigan Ross {{Region or Affinity}} Alumni Club.

Go Blue!

{{Name}}

President, Michigan Ross Alumni Club of {{Region or Affinity}}

**{{Paste or attach bulleted list of available officer roles and responsibilities from “Alumni Club Organization and Leadership Roles” document, tailored to your club’s needs}}**