

Report of the Rutgers Touchdown Club Nominating Committee

April 4, 2025

Chair: Lori Kaye
Committee Members: Scott Stephens
Kevin MacConnell

The Nominating Committee of the Rutgers Touchdown Club met via e-mail to determine a slate of officers according to the guidelines of the organization's Bylaws. The slate of Executive Board Officers for 2025-2027 is presented as follows:

President: Ed Farris
First Vice President: Martin Allen
Second Vice President: Bernie Simone
Treasurer: Jean Scheaffel Kramer
Secretary: Grace Cetlin

At Large Board Members:

Lori Kaye
Brandon Macy
Anthony Piccirillo
Carmen Sclafani
Scott Stephens

Board Members are selected through nomination and election. The Nominating Committee is formally presenting this slate of officers via email to the paid membership, and voting will take place in an online vote 30 days after this notification of the slate. In accordance with the organization's Bylaws, nominations for board members can be accepted from the floor with the consent of the nominee. To nominate anyone for Executive Board or At-Large positions, please e-mail the Nominating Committee at **nominations@rutgerstdclub.com**.

Board Members At-Large and Committee Chairs are approved by the Executive Board, as per the guidelines of the Bylaws.

Qualifications for service on the Executive Board:

- Only active members in good standing within the Touchdown Club, are allowed to hold office.
- Executive Board Members must have chaired or been an active participant in at least one Touchdown Club Committee for at least one year.
- Attend Board meetings as scheduled in person or via phone, Zoom, or other telecommunications as available.
- Must be willing and able to make the necessary time commitment as needed to Board responsibilities.
- Actively check/respond to email Inbox for messages Chair or actively participate on a Club committee.
- Follow, like, comment, on Club social media sites on a regular basis.

Qualifications for Board positions include, but are not limited to:

The President

- Performs duties as outlined by the Club's Bylaws
- Leads the meetings
- Meets with the Athletic Department Liaison and other critical Athletic Staff regarding the Touchdown Club's
 - activities and fundraising initiatives
- Coordinates guest speakers for meetings in association with Athletic Department Liaison
- Serves as ex-officio member of all committees
- Investigates needs of football team for annual donation

The 1st Vice-President

- Preside at meetings and activities in the absence of the President
- Follows duties as outlined by Touchdown Club Bylaws
- Performs any administrative functions as delegated by the President
- Explores/maintains promotion options such as ads in Rutgers Alumni magazine and Campus Visitors Guide
- Liaison to webmaster for site updates and content
- Assists with Club meetings

The 2nd Vice-President

- Performs assignments as delegated by the President
- Follows duties as outlined by Touchdown Club Bylaws
- Solicits, and in coordination with the Business Office/Foundation, organizes volunteers for 50/50 raffle sales
 - at home games
- Assists with Club meetings

Treasurer

- Responsible for the financial records of the Touchdown Club
- Manages all of the money associated with the Touchdown Club
- Prepares the Touchdown Clubs budget
- Deposits funds and issues receipts for all incoming funds
- Prepare and share financial reports with the Club at regular meetings
- Performs other duties as outlined by the Touchdown Club Bylaws
- Monitoring of financial activities for all fundraising projects and programs
- Collects mail weekly from Club P.O. Box in New Brunswick, July thru December; bi-weekly thereafter

Secretary

- Responsible for taking the minutes of Executive Board and Club general meetings and keeping an accurate record
- Keeps regular correspondence with the members of the Touchdown Club
- Perform other duties as outlined by the Touchdown Club Bylaws
- Creates email blasts via Mail Chimp or other platform for meetings, and tracks attendance

At Large Board Member

- Performs duties as requested by the Executive Board
- Attend Board meetings as scheduled in person or via phone, Zoom, or other telecommunications as
- available.
- Must be willing and able to make the necessary time commitment as needed to Board responsibilities.
- Actively check/respond to email Inbox for messages
- Chair or actively participate on a Club committee.
- Follow, like, comment, on Club social media sites on a regular basis.