



Alumni

Election: Annually a call for nominations will be sent out to alumni in the region. An online nomination form will be available and self-nominations are encouraged. Candidates will be approved by UCF Alumni and distributed to the current Chapter/Club for review and election. Newly elected board members will begin their term on July 1.

Election Timeline:

April 15: Call for nominations announced to all alumni in the region

May 22: Call for nominations closes

May 22: UCF Alumni review nominations

June 1: Chapter/Club review nominations

June 1-June 30: New board members are selected and position transition begins between outgoing and incoming board members

July 1: Newly elected board begins term of service

* Subject to change

Giving Requirement: All chapter/club board members are required to make a philanthropic gift to UCF each year they are on the board.

Chair: The chair shall be the main representative of the chapter or club and shall oversee all chapter or club programming and events. He/she will preside at all meetings of the chapter or club and the executive committee and will display a good working knowledge of the procedures outlined in the regional chapter and club manual. The chair will ensure all committee members are trained and fully understand their roles and will create a leadership succession plan to establish a pipeline of future chapter or club leaders.

Chair-Elect: The chair-elect will assist the chair in the execution of his/her duties and act on the chair's behalf when necessary. He/she will actively participate and support the planning and execution of all chapter or club activities and will oversee the execution of a signature event for the chapter or club. The chair-elect will assume the chair position at the end of the current chair's term or in the event that the current chair is unable to fulfil his/her term.

Events Chair: The events chair will assume the primary responsibility of coordinating and planning various chapter or club events. He/she will collaborate with the staff liaison to ensure that event details are in compliance with the guidelines set by UCF Advancement, the University of Central Florida and the state of Florida.

Communications Chair: The communications chair will assume the primary responsibility of overseeing all internal and external communications. He/she will maintain the chapter or club's social media sites and will respond promptly to any email sent to the chapter or club. In addition, he/she will record and distribute minutes from all meetings sending them to all board members as well as the chapter or club's staff liaison.

Philanthropy Chair: The philanthropy chair will assume the primary responsibility of disseminating information about giving opportunities to the chapter or club alumni base. He/she will serve as the primary liaison between Alumni Engagement and Annual Giving and the chapter or club regarding any giving priorities or campaigns and will encourage the chapter or club's alumni constituency to make annual philanthropic gifts. In addition, he/she will ensure the chapter or club's executive committee has made a gift during the fiscal year.

Member-at-Large: There are not specific, assigned duties for this position. The needs of the chapter or club generally determine in what capacity the volunteer's skills are most needed.