

Chair-Elect:

	Make an annual gift to University of Central Florida by December 1 each term year.
	Maintain the community's social media sites and website content in conjunction with UCF Alumni staff.
	Assist Chair in creating and submitting annual budget by Aug 1.
	Preside at all meetings of the board when the Chair is unable to attend. Ensure all meetings are conducted with decorum and discipline while also exercising due care to at all times be fair and impartial.
	Actively participate and support the planning and execution of all council activities and events.
	Record minutes at all board meetings and/or appoint another council member to record minutes in their absence.
	Assume the responsibility of ensuring that the promotion and marketing of each event is executed and presented to the public.
	Assume the Chair position at the end of the current Chair's term or in the event that the current Chair is unable to fulfill his/her term.
	Send timely, personal responses to inquiries received through a variety of sources including the community's vanity email address and social media pages.
	Represent the community at miscellaneous meetings and events as needed.