



Communities

Officer Duties and Responsibilities Checklists

Chair:

Make an annual gift to the University of Central Florida by December 1 each term year.

Hold first council meeting before July 31.

Create and submit annual budget by Aug 1.

Oversee all community programming including council activities and events.

Work with committee leads to develop engagement goals for each event.

Serve as a bridge in disseminating information from UCF Alumni to the council.

Collect and submit all council member's agreements and headshots to UCF Alumni.

Preside at all meetings of the council and ensure all meetings are conducted with decorum and discipline while also exercising due care at all times to be fair and impartial. Must submit meeting minutes to UCF Alumni immediately following meetings.

Incorporate education on the importance of giving and philanthropy at events to help reach the goals of UCF Advancement and the University of Central Florida.

Direct and aid all council members in making their annual gift to the University of Central Florida by December 1 each term year.

Create and execute a leadership succession plan to establish a pipeline of future council leaders. Oversee the council's Recruitment Committee if applicable.

Serve as the Immediate Past Chair upon completion of term as Chair.

Represent the community at miscellaneous meetings and events as needed.