



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.

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.

Watch Party Lead:

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

Assume the primary responsibility of coordinating and planning Watch Parties and manage committee members if applicable.

Find and secure a venue that will agree to play all UCF football games on at least one TV with sound.

Find and secure a venue that will display and store UCF decor during game.

Find and secure a venue that will provide food and/or drink specials that are preferably UCF themed.

Ensure that attendance is accurately taken at **ALL** watch parties and submitted to UCF alumni by the Monday following the game.

Take a group photo at each watch party.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.

Knights Give Back Lead:

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

Assume the primary responsibility of coordinating and planning the Knights Give Back community service event and manage committee members if applicable.

Partner with a local organization to participate in an activity that helps serve your area's community during the designated weekend. Activities include but are not limited to: beach clean ups, property/land restoration and beautification, organization of food banks, etc.

Ensure that the capacity of activity exceeds 30 volunteers.

Ensure that attendance is accurately taken and submitted to UCF alumni following the event.

Take a group photo during the event.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.

National Networking Knight Lead:

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

Assume the primary responsibility of coordinating and planning the National Networking Knight regional event and manage committee members if applicable.

Find and secure a venue that is suitable for hosting a networking event with a capacity of at least 50 individuals.

Develop a program for the event that encourages networking and professional development on the designated day. Elements can include but are not limited to: Guest/panel of speakers, networking bingo and other ice breakers, Head shots, seminars, etc.

Take photos during the event.

Ensure that attendance is accurately taken and submitted to UCF alumni following the event.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.

Fundraising Event Lead:

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

Assume the primary responsibility of coordinating and planning a fundraising event to benefit any UCF area, program or fund and manage committee members if applicable.

Collaborate with the UCF Alumni 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.

Take photos during the event.

Ensure that attendance is accurately taken and submitted to UCF alumni following the event.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.

Recruitment Lead:

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

Assume the primary responsibility of recruiting new volunteers to serve on the council and manage committee members if applicable.

Guide the development and placement of current members to strengthen the future leaders of the council.

Work with Chair to create a plan on how to recruit and train potential leaders to ease the transition of a planned or unexpected departure of council leadership.

Feast on the the 50 Lead (Greater Orlando Only):

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

Assume the primary responsibility of coordinating and planning to represent UCF at the Feast on the 50 event and manage committee members if applicable.

Collaborate with the UCF Alumni 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.

Take photos during the event.

Ensure that attendance is accurately taken and submitted to UCF alumni following the event.

Work with Chair to create a budget for this event by Aug 1 and manage it thereafter.

Member at Large:

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

Serve on two council committees

Invite and check-in two Knights to any council event.