



# Alumni

## Communities Council Agreement

### Overview

Regional alumni volunteers who join a UCF Knights Council as an officer, are an essential part of the office's mission to support and serve the university. Officers are an extension of UCF Alumni as well as our parent organization, UCF Advancement. Officers are committed to serving as advocates and advisors for alumni programming. The success of the communities are dependent on the strength of its officers.

### Duty of Confidentiality

As an officer, I may be privy to the personal information of alumni and students such as email addresses, telephone numbers and graduation years. I may also be made aware of confidential information related to UCF Advancement or the University of Central Florida.

I recognize that I have a legal and ethical duty not to disclose personal or privileged information of any type to unauthorized users. I will not use this data or supply it to other users for the creation of a personal database. I will share this information only with the office and I will in no way use it to communicate with alumni or friends of the university. I understand that the use of any data provided to me for profit or personal purposes is prohibited. This duty of confidentiality extends past any term served.

### Release from Duties

All community officers are subject to release from duties by UCF Alumni for non-compliance with the office's policies and procedures. Community officers who engage in behavior and/or activities that do not represent the University in a positive and professional manner are also subject to release from duties at the discretion of UCF Alumni. Community officers who have not met the duties and requirements for their role are subject to release from duties at the discretion of UCF Alumni.

### Officer Acknowledgment

I, \_\_\_\_\_ have agreed to serve as a volunteer for UCF Alumni and understand the role I will play as an officer and commit to representing UCF Alumni in a professional manner in the execution of my duties.

I have read the toolbox materials with emphasis on the following sections:

- Communities Requirements
- Goals and Composition of a Council
- Position Descriptions and Council Structure

I understand the critical role that funding has in supporting programs and initiatives in higher education and as a regional UCF Alumni leader, **I commit myself to make a philanthropic gift to UCF each year I am an officer.**

By signing below, I acknowledge, understand and agree to comply with the information contained in the Community Toolbox as well as the information outlined in this agreement. Officers choosing not to sign this agreement will be unable to hold office with UCF Alumni.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Community