



Board & Officer Positions/Descriptions

Disclaimer: The majority of this document has been taken directly from the *Gator Club and Affiliate Group Handbook 2018*, published by the University of Florida Alumni Association.

President: The Gator Club President is responsible for the management of the club, the appointment of committees and committee chairpersons, and the general leadership necessary for successful club meetings. He/she should keep close contact with the other officers and be aware of the progress of all committees. The President is responsible for signing the Gator Club Annual Financial Report and submitting it to the Association by the required deadline (August 15). The President shall encourage new officers (maximum of five per club) to attend the annual Alumni Association Leadership Weekend. The President shall keep all important documents of the club and ensure they are passed to his/her successor.

President-Elect: The Gator Club President-Elect will assist and perform the duties of the President in his/her absence or disability. The President-Elect should be available for full-time assistance and should be informed of all matters pertaining to club operations. The role of the President-Elect is instrumental in the organizational structure because this individual will succeed the President at the end of his/her term of office. Good communication between the President and President-Elect will ensure a smooth transition from year to year. The President-Elect reports directly to the Club President.

Secretary: The Secretary will keep appropriate club records (non-financial), including the minutes of all club meetings and other duties as directed by the club President. The Secretary reports directly to the Club President.

Treasurer: The Treasurer is responsible for preparing the Gator Club's Annual Financial Report. He/She is also responsible for keeping accurate income and expense statements. He/She shall present a financial statement as requested by the Board of Directors and shall make a full financial report at the annual meeting. The Treasurer reports directly to the Club President.

Assistant Treasurer: Shall be the Executive Director of the Alumni Association. The Assistant Treasurer shall sign all tax returns and related documents on behalf of the Club. The Assistant Treasurer reports directly to the Club President.

Vice-President for Academics: The Academic VP is responsible for promoting support for the various academic programs of the University. He/She will work closely with the Director of Outreach and will chair the Gator Club Student Recruitment Committee, which organizes programs and events to better inform high school students and administrators of the academic curriculum and admission standards of the University. He/She also serves to organize student scholarships and the selection process. The Academic VP reports directly to the Club President.

Vice-President for Outreach/Community Service: The Outreach/Community Service VP is responsible for developing programs and events that engage the local community and bring

speakers to events. Programs sponsored by the Club and/or other local community service organizations, as well as special topic events sponsored by the Alumni Association, are featured in the Outreach program. The Outreach/Community Service VP serves as the local contact for all organizations which might be interested in securing a speaker for an event through this program and will, in many cases, be the local representative attending many, if not all, of these events. This position is also responsible for organizing International Gator Day events. This program must NOT involve fundraising, only volunteer time and effort. The Outreach/Community Service VP reports directly to the Club President.

Vice-President for Athletics: The Athletic VP works directly with the club relations staff to secure athletic speakers for events and activities. Because of the complexity of NCAA rules and regulations, the Athletic VP should always contact the club relations staff for clarification concerning any activity involving local high school student athletes and coaches. The Athletic VP reports directly to the Club President.

Vice-President of Communications (webmaster): The VP of Communication's main duty is to prepare and promote the Club through web and media outlets, including television, print and radio. The VP of Communication should assist in promotion of all club functions (through their own web page and the UFAA site) and assist with club newsletters. The VP of Communications reports directly to the Club President.

Vice-President of Membership: The VP of Membership is responsible for engaging members of our community and educating them about the benefits of UFAA membership. This position is also responsible for organizing events to promote UFAA membership. The VP of Membership reports directly to the Club President.

Young Alumni Coordinator: The Young Alumni Coordinator is responsible for coordinating programs targeted to graduates of the last ten years. The Coordinator should also promote membership to recent graduates and encourage participation within the Club. The YA Coordinator reports directly the Club President.

Director-At-Large: The Director-At-Large position is an introductory role into serving on the board. This position does not have any specific assigned duties, but may serve as a supporting role for other positions. The Director-At-Large reports directly to the Club President.