



Board Member Role Descriptions

President (Ryan Chase)

The President shall preside at all SCGC, Board, and Executive Committee meetings, appoint chairs and committee members, serve as chair of the Nominating Committee and other committee as needed, and perform other such duties as prescribed in the Club Bylaws or as assigned by the Board. The President is authorized on behalf of the SCGC to sign any reports required by law or by the Board, the Executive Committee, or the Alumni Association, or otherwise incident to the office. The President will work with the Treasurer to prepare and submit annual reports required by the Alumni Association.

The President shall hold office for a one-year term or as set by the Board. The President shall not hold office for more than four consecutive years.

President-Elect (Alden Jones)

The President-Elect shall perform the duties of the President in the absence or disability of the President. The role of President-Elect is typically a precursor, although not required, to being the incoming President. This position shall serve as co-chair of the Special Events Committee.

To be considered for this position, the member should have served as a Board member with a UFAA Gator Club or Affiliate Club. In lieu of Board member experience, the Board will consider a nominee with leadership experience at a similar organization.

Treasurer (Mechele Leonard)

The Treasurer shall have custody of all the funds of the SCGC, keep a full and accurate account of the receipts and expenditures, and make disbursements as authorized by the Board. The Treasurer shall present a monthly financial report to the Board, file financial reports as required

by the Alumni Association, and assist the President with the annual report. The Treasurer shall be responsible for the maintenance of such books of account and records as necessary. This role also serves as co-chair of the Special Events Committee.

The Treasurer shall not hold office for more than four consecutive years. To be considered for this position, the member must have served as a Board member for a Gator Club or Affiliate Club. In lieu of Board member experience, the Board will consider a nominee with a business, finance, accounting or related degree and/or work history.

Secretary (Cathi Bell)

The Secretary shall record the minutes of all meetings of the SCGC and of the Board. The Secretary supports the Membership VP in maintaining the SCGC membership database and membership contact information and serves as chair of the Clay Shoot Tournament Committee. The Secretary shall perform other duties as delegated by the Board.

Academic Vice President/Gators for Higher Education Liaison (Michelle Anderson)

The Academic VP is responsible for promoting support for the various academic programs of the University. The AVP will work closely with the Board to advise on all matters regarding to UF academic initiatives. The AVP will Chair the Scholarship Committee which serves to organize student scholarships and the selection process. The AVP also organizes programs and events to better inform local high school students and administrators of the academic curriculum and admission standards of the University.

Membership Vice President (OPEN)

The Membership Vice President is responsible for growing the club's UFAA membership through membership drives and promotion of UFAA member benefits. The Membership VP maintains the membership database list and tracks any or expiring memberships. The Membership VP serves as chair of the Membership Committee and is responsible for planning the club's service events.

Young Alumni Coordinator (OPEN)

The Young Alumni Coordinator works to identify the needs of alumni who are age 35 and younger. The Young Alumni Coordinator develops and coordinates programs that would be of interest to local young alumni such as community service projects, career networking events, and social activities. This role works closely with the VP Membership and serves as a member of the Membership Committee and the Special Events Committee.

Communications Vice President (OPEN)

The Communications VP is responsible for the creation and coordination of communications to the local club and its membership and manages the Social Media Manager. The Communications VP will ensure the Club's website, email lists, and event registrations are active and up-to-date. The Communications Vice President shall chair the Communications Committee and coordinate with the Secretary and Membership Coordinator on updates to membership. Members with demonstrated communication skills, attention to detail, and knowledge of Mailchimp and GoDaddy are preferred.

Webmaster/Social Media Manager (OPEN)

The Social Media Manager will work directly with the Communications Vice President to ensure SCGC information is communicated to membership via the SCGC's social media accounts, including but not limited to Facebook, Twitter, Instagram, and LinkedIn. This position is responsible for promoting and posting at least 3 times per week on the SCGC's social media avenues and during/immediately following any club event. The Social Media Manager serves as a member of the Communications Committee. Members with demonstrated experience in social media coordination are preferred.

Event & Volunteer Manager (OPEN)

The Event & Volunteer Manager is responsible for assisting with the coordination of all SCGC viewing parties and recruiting and managing volunteers for events. This position shall chair the Viewing Party Committee. The Event & Volunteer Manager works directly with all Board members to assist with the organization and direction of members during events.

At-Large Director (OPEN)

At-Large Directors are a key support position for all things SCGC. The At-Large Directors serve as the main volunteer base and provide support for all club events and activities, as available. There can be multiple members serving in an At-Large Director position on the board at the same time. An At-Large Director may volunteer to serve as co-chair of any committee and is automatically a member of the Special Events Committee.

To serve on the board, all members must meet the following requirements:

- Be a paid member of the [UFAA](#) (annual or lifetime)
- Attend monthly virtual board meetings (Second Tuesday of the Month)
- Serve on at least two (2) Committees (see 2022-23 Board Committees)
- Help support the board in hosting Football Watch Parties
- Plan to attend key club events including Annual Fundraiser, International Gator Day, and Scholarship Recipient Celebration
- Clearly communicate changes in availability in advance of any club events