

## **2022-23 Sarasota County Gator Club® Committees**

### **Gator Nation Giving Day Committee**

- Chair: President
- Members: All Board Members
- Timeline: November-February
- Event Date: Mid-February
- Responsibilities:
  - Coordinate with UFAA staff on fundraising goals/University initiatives
  - Develop and implement communication strategy
  - Contact previous donors to secure support
  - Gather Matching Donations prior to UFAA deadline
  - Plan gifting strategy for day of event
  - Plan after-event communications and financial impact

### **Clay Shoot Tournament**

- Chair: Secretary
- Members: All Board Members
- Timeline: December-April
- Event Date: April 8
- Responsibilities:
  - Coordinate with Communications Committee and UFAA for promotion of event
  - Secure event space and organize event activities including donations, raffle prizes, lunch, decorations, etc.
  - Secure sponsorships for event and sign-up teams for event
  - Set up and break down at event

### **Scholarship Committee**

- Chair: Academic VP
- Members: Young Alumni Coordinator & Others
- Timeline: January-April
- Responsibilities:
  - Communicate scholarship opportunities with incoming and undergrad students from Sarasota County
  - Develop the scholarship application process including the collection, review and evaluation of scholarship applications
  - Coordinate with the Communications Committee for promotion of scholarship
  - Plan annual Scholarship Recipient Celebration event (June)

### **Nominating Committee**

- Chair: President
- Members: President-Elect
- Timeline: May - June
- Responsibilities:
  - Develop board member application process including the collection, review, interviews and selection of applicants
  - Coordinate with the Communications Committee for recruitment promotions
  - Communicate with interested and selected applicants

### **Communications Committee**

- Chair: Communications VP
- Members:
- Timeline: Ongoing
- Responsibilities:
  - Manage club website, Facebook, Instagram, Twitter, and LinkedIn accounts
  - Design and send club emails (via MailChimp)
  - Create and manage event sign-ups via GiveButter
  - Prepare and share monthly engagement reports with Board

### **Membership Committee**

- Chair: Membership VP
- Members:
- Timeline: Ongoing
- Responsibilities:
  - Grow membership through new strategies
  - Maintain membership contact list
  - Plan club service events including a Fall/Winter service opportunity and International Gator Day (May)
  - Coordinate with the Communications Committee for promotion of events

### **Watch Party Committee**

- Chair: Event & Volunteer Manager
- Members: Treasurer & Others
- Timeline: Ongoing
- Responsibilities:
  - Coordinate board member sign-ups for football viewing party set-up and take-down
  - Manage club swag inventory and Raffle prizes
  - Coordinate raffle items and GiveButter online sales
  - Plan additional sports viewing parties and game events (as needed)

### **Special-Events Committee**

- Co-Chairs: Treasurer and President-Elect
- Members: Directors At Large, Young Alumni Coordinator
- Timeline: Ongoing
- Responsibilities:
  - Oversee planning of special events, for example: Young Alumni events, Wine Tastings, Networking Happy Hours, and Outreach with UF professors
  - Coordinate with the Communications Committee for promotion of events
  - Work with UFAA staff to follow all expectations of events