

College Alumni Council

About College Alumni Council Leadership

The leadership roles within the College Alumni Council (CAC) are designed to support the assistant director of alumni engagement in ensuring the smooth operation of Council activities. These roles focus on facilitating meetings, assisting with communication, and ensuring that initiatives are effectively executed based on the strategy set forth by the assistant director of alumni engagement. The leadership team consists of a chair and a vice-chair; each serving to assist and support the alumni engagement representative in carrying out the Council's functions.

- **Immediate Past Chair:** Serve as a mentor to new council committee members. Preside over meetings in the event that the Chair and Vice Chair are not available. Assume the duties of the Vice Chair if that person is not able to perform the assigned duties until such time as the Vice Chair is able to resume such duties or a new representative is appointed or elected to assume those duties.
- **Chair:** Appointed by the selection committee for a two-year term, the Chair is responsible for leading meetings, supporting the agenda, and ensuring productive discussions. The Chair serves as the primary point of contact with the assistant director of alumni engagement, helping to facilitate communication and ensuring that council activities align with staff direction. The Chair's role is to assist in executing alumni engagement initiatives and supporting the strategy set forth by the assistant director of alumni engagement.
- **Vice Chair:** Also appointed for a two-year term, the Vice-Chair supports the Chair in his/her responsibilities and leads in the Chair's absence. The Vice Chair works closely with both the Chair and the assistant director of alumni engagement to ensure effective communication and smooth operation of Council activities. They may also take on specific responsibilities within sub committees or initiatives as needed, always in a supporting capacity.
- **Communications Chair**
Responsible for keeping council members informed and engaged. Duties include sending timely meeting notifications and reminders, and recording or delegating the recording of meeting minutes. The Communications Chair may also assist with external outreach by supporting social media content, enhancing online engagement, and promoting events through digital platforms. This role helps maintain visibility and connection with alumni and the broader community.
- **Engagement Chair**
Supports the council by fostering meaningful connections between the College of Sciences and the alumni community. This role focuses on relationship-building, encouraging alumni involvement, and supporting outreach efforts that strengthen the council's presence and impact. The Engagement Chair collaborates with council members and UCF Alumni staff to identify engagement opportunities through events, communications, or volunteer initiatives. They may also assist in promoting council activities via social media and other digital platforms to enhance visibility and participation.

- **Volunteer Chair**

Responsible for identifying and promoting volunteer opportunities that connect alumni with the College of Sciences and the broader UCF community. This role fosters a culture of service by encouraging alumni to give back through mentorship, event support, student outreach, and community initiatives. The Volunteer Chair works closely with the UCF Alumni staff liaison and other council members to align volunteer efforts with university priorities and alumni interests. They may also assist in recruiting volunteers for council events, tracking participation, and recognizing contributions.

For questions please contact:

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