



College Alumni Council

1. Purpose

The College Alumni Council (CAC) exists to foster meaningful engagement between alumni and the College, support the mission of UCF Alumni, and enhance the alumni experience through volunteerism, mentorship, events, and philanthropy.

2. Governance Structure

2.1 Oversight

- The College Alumni Council operates under the guidance of the Assistant Director of Alumni Engagement in conjunction with the mission and vision of UCF Alumni and the UCF Alumni Board.

2.2 Relationship with Other Bodies

- The College Alumni Council (CAC) is distinct from the other college advisory boards and serves as a working group focused on programming, outreach, and community building.

3. Membership

The CAC's membership will strive to reflect the full range of academic disciplines within the college, with representatives drawn from each major department or program to ensure every area has a voice.

3.1 Composition

- The Council shall consist of 10 and no more than 20 alumni representing diverse class years and disciplines.
- A UCF Alumni staff member.
- Optional liaison roles may include (1-2) faculty/staff and (1-2) student representatives.
- Former council chairs may be asked to serve as ex-officio members depending on college needs.

3.2 Terms

- CAC terms align with the academic year, running from August to June.
- Members are appointed for two-year terms with the option to renew for one additional term.
- Terms are staggered to maintain continuity and ensure a balance of experienced new members.

3.3 Selection

- The selection process will aim to ensure diverse representation across disciplines and class years, with consideration given to each nominee's demonstrated commitment to the college and interest in alumni engagement.
- Nominations for new CAC members will be considered annually through a formal application process.
- Only self-nominations will be accepted.

4. Roles and Responsibilities

The CAC presents a valuable and unique opportunity for members to actively contribute to the growth and success of the college's alumni community. While the Council does not hold advisory or fiduciary authority, members are integral to fostering alumni engagement and supporting key initiatives that enhance the college's mission and the strategic priorities of UCF Alumni. Council members' responsibilities focus on four primary areas: advocacy, networking, philanthropy, and volunteerism.

- **Advocacy:** Represent the college's mission and vision to the broader alumni network, strengthening alumni pride and enhancing the college's reputation.
- **Networking:** Facilitate connections between alumni, students and faculty, fostering meaningful relationships that support professional development and alumni engagement.
- **Philanthropy:** Support and promote fundraising initiatives by sharing opportunities and encouraging alumni participation in giving campaigns such as UCF's Day of Giving. Council members are expected to lead by example by making a personal gift of **any** amount each fiscal year (July 1 – June 30), with donations due by June 30.
- **Volunteerism:** Actively engage in and promote volunteer opportunities that benefit the college and alumni community.

4.1 Council Members

Council members are expected to actively contribute to the success of the CAC and support the college's alumni engagement initiatives. The following are key expectations and responsibilities of all members:

- **Attend Meetings:** Members are expected to participate in all council meetings. Meetings, typically scheduled in a quarterly cadence, will be scheduled by the staff's alumni engagement representative.
- **Serve on a Subcommittee:** For CACs that have subcommittees, members are expected to Serve on at least one committee (e.g., Events, Mentorship, Communications), contributing to the planning and execution of specific alumni programs and initiatives.
- **Support Alumni Initiatives:** Champion and actively support the college's engagement efforts including serving as an ambassador at alumni events, volunteer opportunities, student outreach initiatives, social media campaigns, encourage participation in giving programs, etc.

4.2 Council Leadership

The leadership roles within the 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. Presiding 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.

- **Term Length and Succession:** Both the Chair and Vice-Chair serve two-year terms, with the possibility of one staggered reappointment. These roles provide opportunities for leadership rotation, helping to maintain fresh perspectives while ensuring continuity and support for the alumni engagement staff representative

4.3 Staff Liaison

The Assistant Director of Alumni Engagement is the lead staff member responsible for setting the strategic direction for alumni engagement efforts and ensuring alignment with the college's overall mission. This individual serves as the primary liaison between the Alumni College Council and the college's alumni relations office, overseeing the coordination and execution of all Council activities. They provide guidance to Council members, manage communications, and ensure that all initiatives support the college's strategic goals. The Assistant Director of Alumni Engagement is also responsible for planning and executing alumni engagement programs, providing support for Council initiatives, and ensuring the success of alumni relations efforts.

5. Meetings

- **Meeting Frequency:** Council meetings will be held in person at a minimum of four times per year (quarterly), with the possibility of additional meetings as necessary to address key initiatives or urgent matters.
- **Agenda Distribution:** Agendas will be prepared and distributed to all council members at least one week before each meeting to ensure ample time for review and preparation.
- **Minutes and Documentation:** Accurate minutes will be taken during each meeting and shared with Council members within two weeks of the meeting. These minutes will include key discussion points, decisions made, and any assigned action items, ensuring clear documentation and follow-up.

6. Subcommittees

Subcommittees are formed at the discretion of the Assistant Director of Alumni Engagement and the Chair, based on the needs and priorities of the Council. These subcommittees allow focused work on specific initiatives and provide an opportunity for members to contribute to areas of particular interest or expertise. Examples of potential subcommittees include:

- **Events & Programs:** Supporting alumni events, including reunions and special gatherings.
- **Communications:** Promoting approved alumni programs and offerings through personal advocacy and outreach.

- **Mentorship & Career Support:** Supporting the college's mentorship programs and further identifying opportunities for alumni to support current students and recent graduates.

7. Decision-Making

The CAC aims to make decisions through collaborative processes, ensuring that all voices are heard and considered. While decisions are typically made by consensus, if consensus cannot be reached, decisions may be made by majority vote. Final decisions, however, are subject to the discretion of the assistant director of alumni engagement, who holds ultimate authority in ensuring that the decisions align with the college's goals and UCF Alumni strategy.

8. Code of Conduct

Council members are expected to uphold the highest standards of professionalism, integrity, and respect in their interactions with fellow members, alumni, faculty, and staff. By serving on the CAC, members agree to the following principles:

- **Respect and Collaboration:** Members will foster an environment of mutual respect, value varied perspectives and work collaboratively toward shared goals.
- **Integrity:** Members will act with honesty and transparency in all Council activities, ensuring that decisions are made with the best interests of the University, the college, and the alumni community in mind.
- **Confidentiality:** Members will maintain the confidentiality of sensitive information discussed within Council meetings and related activities.
- **Commitment:** Members will make an effort to attend meetings regularly and actively participate in Council and subcommittee work, demonstrating a commitment to advancing the college's alumni engagement efforts.
- **Professionalism:** Members will conduct themselves in a manner that reflects positively on the CAC, the college, the University, and the broader alumni community.

10.1 Expectations

As members of the CAC, individuals are expected to actively contribute to the success of the Council and support the college's alumni engagement initiatives. This involvement is crucial in building a vibrant and connected alumni community. The following outlines the key expectations and considerations for all council members.

- **Attendance at Council Meetings and Events:** Council members are expected to attend scheduled Council meetings and a minimum of two alumni events per year.
- **Subcommittee Involvement:** Active participation in subcommittee meetings (if applicable) and related events is strongly encouraged.
- **UCF's Volunteer Weekend:** CAC members will be invited to participate in UCF's annual Volunteer Conference, which takes place in late May/early June. This event serves as a "thank you" for volunteer leaders, offering a fun opportunity to network, share ideas, and generate plans for the upcoming year. Attendance at this event is strongly encouraged.
- **Commitment and Contribution:** Beyond attending meetings and events, Council members are expected to bring enthusiasm, innovative ideas, and a collaborative spirit to their work. Each member's unique contributions are essential to building a stronger, more engaged alumni community.

Serving on the College Alumni Council is a rewarding experience that offers opportunities for personal and professional growth, while making a lasting impact on the alumni network and the University of Central Florida. The University and the college are deeply appreciative of the commitment of all Council members.

For questions or program support please contact:

Tracey Olaez, Assistant Director,
Alumni Engagement
College of Sciences
Tracey.Olaez@ucf.edu