

 **2018-2019 BOARD OF DIRECTORS APPLICATION**

Please submit your application by **FRIDAY, JUNE 8, 2018 AT 5 P.M.**

**By Mail:** Tampa Gator Club **By E-mail:** tampagatorclub@yahoo.com

PO Box 320697

Tampa, FL 33679-2697

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## City, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a paid member of the UF Alumni Association/Tampa Gator Club?

*Y* ***/***  N

Which position are you applying for (see descriptions below)?

##  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever held a position on the Tampa Gator Club Board of Directors before**?** *Y* / N

If so, please list the position(s) and year(s) you were active:

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Have you ever held a position on a non-profit’s board of directors before? Y / *N*

If so, please list the position(s), organization(s) and year(s) you were active:

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If you have any questions regarding this application, please contact:

Tiffany Chatmon at TampaGatorClub@yahoo.com

**ELECTION PROCESS & BOARD REQUIREMENTS**

Elections for the Board of Directors will take place on ***Wednesday, June 13, 2018 at 7pm.*** Applicants will be notified of the location of this meeting after the application deadline. If there is more than one person applying for a position, then each eligible candidate will have the opportunity to give a 2-3 minute speech. **Other or additional forms of campaigning are prohibited!** Only members of the current Board of Directors will be allowed to vote. The results will be announced during the meeting.

The following requirements are expected of Board Members during the fiscal year (July 1, 2018-June 30, 2019:

## Requirements

* Attend a leadership retreat on Date TBD, (location TBD)
* Must be a member of the UF Alumni Association
* Attend at least 4 of the “Big 8” events
* Volunteer to take an “active role” in at least 2 events
* Attend Board meetings once a month (2 excused absences are allowed)
* Respond to e-mail/phone inquiries from Board members within 24 hours
* Host at least 2 game-viewing parties at official game viewing locations
* Solicit and secure 3 raffle items (at least $25 value each)
* Solicit and secure 1 sponsorship (at least $250).
* Submit event overview report to President within 30 days of event completion date

## Incentives

* Discount for Club-related out-of-town events/hotels
* Special invitations to exclusive UF events throughout the year
* Recognition at events, on web site and in newsletters
* One free admission to a Club event under $50
* Discounts on admission to various events throughout the year ● Opportunity to attend Leader's Weekend (includes registration fees) ● Being a leader of Tampa's Gator Nation!

Please complete the following and submit with your application:

I, , understand the process of the Tampa Gator Club’s elections and the responsibilities and requirements that are expected of me during the 2018-2019 fiscal year. I agree to fulfill all requirements if I am elected to the Board of Directors.

Signature: *\_\_\_\_\_\_\_\_* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

# POSITION REQUIREMENTS

If the person elected is unable to attend an event/initiative, he/she must find someone to fulfill his/her responsibilities for that event/initiative. In addition to the Board requirements, members are expected to fulfill the following position requirements:

**BOARD OF DIRECTORS (Ex-Officio Voting Directors)**

## President – Ruan Cox, Jr,

* Preside at all club, board, and event coordinator meetings
* Appoint chairs and committee members
* Speak at events
* Point of contact for the Club
* Liaison for Gator Gatherings
* Manage purchase of Club merchandise/promotional materials

## President-Elect

* Maintain Board expectations tracker, presented at each meeting.
* Perform the duties of the President in the absence or disability of the President
* Works with vendors for events/web site promotion
* Works with President to prepare for leadership retreat and board meetings
* Expected to act as continuous volunteer through the year

## Treasurer

* Has custody of all funds
* Keep full and accurate account of receipts and expenditures
* Make disbursements as authorized by the board
* Present financial statement at times requested by the board
* Make a full financial report at monthly board meetings
* Submit financial reports as required by UFAA
* Disburse reimbursements
* Deposit checks in a timely manner
* Ensure cash box/checks are at each event

## Secretary

* Take and distribute meeting minutes
* Keep board roster updated
* Write thank you notes and letters for all vendors, events etc.
* Handle correspondence

## Academics Vice President

* Arrange 2 Outreach Programs
* Organize academic recruitment programs
* Manage Scholarship committee
* Organize and plan scholarship program and reception

## Athletics Vice President

* Coordinate game-viewing locations and specials
* Promote and attend UF athletic events in Tampa area
* Organize event and speaker for National Signing Day (February)

## Communications Vice President

* Submit events on Gator E-News (event registration)
* Update web site as specified by officers
* Send out e-blasts promoting upcoming events
* Update the Club’s Facebook/Twitter accounts

## Membership Director

* Ensure all Board members are current UFAA members
* Welcome new members to Board meetings and events
* Promote involvement on the committees
* Communicate with other area alumni groups (Blue Key, Black Alumni Association, etc.)

## Volunteer Director

* Organize International Gator Day (May)
* Recognize “Volunteer of the Month” at Board meetings
* “Little Gator Club” Events

## Young Alumni Director

* Plan one event for young alumni per quarter
* Work with the Region 3 Young Alumni Representative
* Organize annual Gator Rompin’ networking event

## Event Coordinators (Non Governing Position)

* Gator 5K (October)
* Golf Tournament (April)
* Fishing Tournament (May)
* Sponsorships (Ongoing)