



UNIVERSITY OF CENTRAL FLORIDA  
STUDENT CHAPTER  
NATIONAL ASSOCIATION FOR  
CATERING AND EVENTS

NACE at UCF Board Application  
Fall 2016 - Spring 2017

Directions: Please complete the application below and email to [nace.ucfpresident@gmail.com](mailto:nace.ucfpresident@gmail.com), along with your current resume by Wednesday, April 13<sup>th</sup> at 5:00pm. All applicants will be contacted by Friday, April 15<sup>th</sup>.

**Personal Information**

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

Email: \_\_\_\_\_

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

2016-17 Area of Residence: (ex. Rosen, Downtown, Main Campus) \_\_\_\_\_

**Education**

Anticipated Graduation Semester (ex. Spring 2018) \_\_\_\_\_

Degree Seeking (ex. Event Management) \_\_\_\_\_

Professional Interest (ex. Wedding Planner) \_\_\_\_\_

**Commitments**

Please list all Fall and Spring commitments (internships, organization positions, etc.)

Company/Organization	Position	Start Date	End Date

Will you be in Orlando over Summer 2016? \_\_\_\_\_

**References**

Three People Not Related to You: Business Associates, Co-workers, or Professors

Name	Business	Relationship	Phone #

## Desired Position

Please review Executive Chair and Committee Member position descriptions, then rate your top three desired positions with 1 being most interested.

Executive Board	Rate
President	
Vice President	
Secretary	
Marketing	
Membership	
Member Outreach	
Programs	
Fundraising	

Committee Member	Rate
Marketing	
Membership	
Member Outreach	
Programs	
Fundraising	

Do you have creative skills in design (flyers/graphics):      Yes      No

## Event & Leadership Experience

Please describe what previous event and/or organizational leadership experience you have obtained, and why you would like to become a board member of NACE at UCF.

(You may attach additional pages if needed.)

Electronic Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL APPLICATION AND RESUME TO: Hannah Whipple at [nace.ucfpresident@gmail.com](mailto:nace.ucfpresident@gmail.com)

Applications are due **Wednesday, April 13th at 5:00pm**

# NACE AT UCF 2016 – 2017

## BOARD STRUCTURE OVERVIEW

### Eligibility

To hold a position on the board, one must be or become a NACE National Member.

Positions are established for the 2016-2017 year, and will be re-evaluated at the end of Fall semester as schedules and availability may change.

### Executive Board

#### Benefits:

A mentorship with the NACE Orlando professional holding the counterpart position, providing the opportunity to further engage in networking connections and a professional reference when applying for jobs!

Each month two Executive Board members are sponsored by NACE Orlando to their monthly meeting to work registration and raffles, another great networking opportunity while saving a buck!

Leadership involvement on a board, not only great for personal development but also provides personal experience to talk about in interviews!

#### Commitment:

To represent NACE in a professional manner within our board and out in the community.

A calendar will be provided at the beginning of each semester with the volunteer events and any additional events put on by the chapter.

We will hold two Executive board meetings and one all board meeting each month.

Board meetings are set for Wednesday nights from 6:45pm-8:15pm at the UCF Student Union.

Chapter meetings are generally held on Wednesdays to allow consistency for the board members.

### Committee Member

#### Benefits:

Taking this step to getting involved, you will gain a better understanding of NACE and the hospitality industry.

Opportunity to take on leadership roles if desired, learn from the Executive Chairs, and step into an Executive Chair position when one opens up.

Build resume and gain experience for personal growth and professional development.

#### Commitment:

A calendar will be provided at the beginning of each semester with the volunteer events and any additional events put on by the chapter.

There will be one all board meeting each month, additional meeting may be scheduled as needed.

Committee Members are responsible for staying up to date on chapter matters through the Executive Board meeting minutes and working outside of the all board meetings with their Executive Chair.

Board meetings are set for Wednesday nights from 6:45pm-8:15pm at the UCF Student Union.

Chapter meetings are generally held on Wednesdays to allow consistency for the board members.

## NACE AT UCF 2016 – 2017

### EXECUTIVE CHAIR POSITIONS AND COMMITTEE MEMBER OVERVIEW

#### **President**

Will oversee and run the student chapter to the highest standard as a representation of NACE National, NACE Orlando, Rosen College, and the hospitality community. They are responsible for supervising all organization initiatives, working with each board member in accomplishing their duties as defined in the Constitution, preside over all chapter and board meetings, and is the student liaison at all NACE Orlando chapter monthly meetings and board meetings.

#### **Vice President**

Will work alongside the President and assists in the needs of the organization. In addition to leading chapter or board meetings in the absence of the President, the Vice President is responsible for representing the student chapter at the NACE Orlando board meetings if the President is unable to attend. They are responsible for following up and working with the Executive Board, along with any duties established by the President.

#### **Secretary**

Will keep accurate minutes and records of all meetings according to Nationals Standards, which are then sent to the President for approval before sending it out to the board. They are responsible for overseeing the established budget to keep track of spending. Additionally, the Secretary works with the President and Vice President on all organizational aspects of the chapter.

#### **Marketing Chair**

Will oversee all marketing requirements and initiatives set out by the board. They will work with committee chairs to design promotional flyers, graphics, and a monthly newsletter. They will engage students through social media and build relationships with faculty to promote our events through Rosen Life, Listserv, and in classes. Additionally, they will work with the NACE Orlando Communications Director to update content for the student tab on the website.

#### **Membership Chair**

Will maintain accurate list of members, their contact information and involvement. They will work with the board and committee members to engage our current members and enhance member benefits. They are also responsible for working with the NACE Orlando Membership chair, identifying Member of the Month candidates, and managing registration at monthly meetings and events.

#### **Member Outreach Chair**

Will develop initiatives to gain new members through tabling, promotional events, and incentives. The Member Outreach Chair works closely with the Marketing Chair and Membership Chair toward a common goal of gaining and valuing membership with both our student and professional chapters. They will also work with the President to obtain SGA funding for promotional items and Experience Conference.

### **Fundraising Chair**

Will lead all established volunteer opportunities that raise funds for our student chapter. These events include, but are not limited to the Dick Pope Legacy Luncheon, Tables Extraordinaire, and Birdies BBQ & U. They will work with the Marketing Chair to promote the volunteer opportunities, and then manage the volunteers that sign up. As the lead coordinator representing our chapter with the event contact, they are responsible for professional communication and getting information to our board and volunteers.

### **Programs Chair:**

Will be the lead event planner for chapter meetings and special events. They will work with the board and committee members to create programming that will engage students and add value to membership. The Programs Chair will have the opportunity to manage a budget, lead a team, utilize their creative side, and organize the event details.

### **Committee Member:**

Will assist and work as a team with their designated Executive Board Chair. This does not limit involvement to just one area, as they are welcome to additionally offer their ideas, time, and leadership in all aspects of the chapter as opportunities present themselves. While the time commitment and level of responsibility may differ from the Executive Board, Committee Members are seen as a part of our NACE at UCF board and a representative of our student chapter as we work to achieve our goals.