



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

NACE at UCF Board Application 2017-2018 School Year

Please complete the application below and email it to nace.ucfpresident@gmail.com, along with your current resume and summer and fall schedules by **Friday, April 7th at 5 p.m.**

Personal Information

Name: _____
 Email: _____
 Mobile Phone: (____) _____
 Area of Residence: (ex. Rosen, Downtown, Main Campus): _____

Education

Anticipated Graduation Semester (i.e. Spring 2019) _____
 Degree(s) Seeking (i.e. Event Management) _____
 Professional Interest (i.e. Wedding Planner) _____

 Board Interest (i.e. programs, marketing, membership, etc.) _____

Commitments

Please list all fall commitments (i.e. internships, organization positions, etc.)

Company/Organization	Position	Start Date	End Date

References

Three people not related to you: Business Associates, Co-workers, or Professors

Name	Business	Relationship	Phone #

NACE at UCF 2017-2018

Executive Chairs and Committee Member Positions 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, presiding over all chapter and board meetings, and acting as the student liaison at all NACE Orlando chapter monthly meetings and board meetings.

Vice President

Will work alongside the President and assist 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 and committee members, along with any duties established by the President. They will also work with the President and board to obtain funding for conferences, specifically the NACE Experience Conference.

Marketing Chair

Will oversee all marketing requirements and initiatives set out by the board. They will work with the marketing committee 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, in classes, and all other platforms deemed necessary. Additionally, they will work with the NACE Orlando Communications Director to update content for the student tab on the website. They will also work with the President to obtain SGA funding for promotional items.

Membership Chair

Will maintain an accurate list of members, their contact information, and their 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 Director, identifying Member of the Month candidates, and managing registration at monthly meetings and events.

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. They will have the opportunity to manage a budget, lead a team, utilize their creative side, and organize the event details. They will also be responsible for obtaining and analyzing attendees' thoughts on chapter meetings by sending out surveys via email.

Member Outreach Chair

Will develop initiatives to gain new members through tabling, promotional events, speaking in classes, and incentives. They will work closely with the Marketing Chair and Membership Chair toward a common goal of gaining and valuing membership with both our student and professional chapters.

Fundraising Chair

Will reach out and obtain donated items for student chapter meeting raffles, as well as 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. They will work with the Marketing Chair to promote the volunteer opportunities, and then manage 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.

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 offer additional ideas, time, and leadership in all aspects of the chapter as opportunities present themselves. Committee Members are exposed to all aspects of the board functions and are provided opportunities to grow. While the time commitment and level of responsibility may differ from the Executive Board, Committee Members are viewed as a part of our NACE at UCF Board and a representative of our student chapter as we work to achieve our goals.