



Office of Alumni Engagement and Annual Giving

Roles and Responsibilities of On-campus Offices and Units

The roles and responsibilities of the various on-campus units that shall work to support chartered alumni Chapters and Clubs include:

The UNF Office of Alumni Engagement and Annual Giving shall:

- Provide all chartered alumni groups with the Chapters and Clubs Resource Guide, Charter application, and UNF Alumni Association information.
- Assist Chapters and Clubs with the formation and certification process
- Serve as a resource for Chapters and Clubs regarding bylaws, general support, and marketing and outreach communication efforts: E-blasts, Nest Notes, and other marketing pieces. College units or affiliates will be included in the process.
- Update Chapter and Club information on the UNF Alumni website
- Provide financial assistance, when applicable:
 - One mailing per year for the Chapter or Club
 - A board member speaker at selected meetings and events
- Provide communication and information from the Office of AEAG to the Chapter/Club.

On-campus Units: Colleges, Development Teams, and other Departments

On campus units, such as colleges, departments, and other university affiliates shall serve as the primary unit of support for Alumni Chapters. These units shall:

- Ensure that the Chapter or Group's functions are driven by the needs and goals of the college or on-campus unit
- Attend meetings as they pertain to the Chapter or Group affiliated with the development unit's college
- Provide administrative assistance to Chapters and Groups i.e. reserve meeting rooms (upon request of the Chapter/Club), provide name tags and other necessary equipment and materials for the Chapter or Club
- Financial contributions by on-campus units, to support Alumni Chapters, are at the discretion of the College or on-campus unit

Notes: 1) Only chartered UNF Alumni Chapters or Clubs will be recognized officially as representing the University of North Florida, the Office of Alumni Engagement and Annual Giving, and the UNF Alumni Association. 2) These roles and responsibilities are subject to change by the Office of Alumni Engagement and Annual Giving, the UNF Alumni Association Board of Directors, and any associated partnering unit on campus.