



Alumni Relations

The Alumni Relations Chair is responsible for CARE Alumni-related activities. The Chair coordinates communication with alumni regarding activities and events, and is responsible for development/coordination of alumni-specific on-campus events. The Alumni Relations Chair is responsible for coordination of FSU Homecoming alumni activities, and execution of the Legends Speakers Series. Overall, the Chair is responsible for bringing the alumni, current, and prospective members together. The Alumni Relations Chair is a voting Executive Board member.

Community Service

The Community Service Chair shall be responsible for the coordination, promotion, completion, and assessment of community service events. The Chair(s) seeks opportunities on- and off-campus to empower students through service and volunteerism. The Chair must ensure accurate recordkeeping in attendance and hours completed of each student at a community service event. The Chair is also responsible for assisting students with connecting to resources for serving external to the CLC's organized community service events. The Community Service Chair is a voting Executive Board member.

Fundraising & Development

The Fundraising Chair shall be responsible for coordinating, developing, planning, executing, and evaluation of the CLC's fundraising activities, including creation/continuing fundraising events and development of sponsorship requests to local businesses. The Fundraising & Development Committee is responsible for seeking sponsorships with local businesses and organizations. The Chair(s) shall work with the treasurer on proper accounting and accountability of fundraising monies. All monies from fundraising must be reported to the president and the treasurer, and shall be transferred to the treasurer to be deposited into the CARE Auxiliary Account. The Fundraising Chair(s) is a voting Executive Board member.

Marketing & Publicity

The Marketing & Publicity Chairs are responsible for coordinate maintenance of the CARE and the CLC's social networking, marketing and promotion of CARE and CLC activities, updating the CARE website and CARE University Calendar, and creation of event flyers. The Chair(s) will ensure CARE's social media, website, and digital signage are accurately updated in accordance to University & department guidelines. At least one of the Chair positions must be proficient in graphic design and/or graphic design software. The Chairs will also serve as CARE's Liaison to the Division of Student Affairs Social Media Managers Committee. The Marketing & Publicity Chairs are voting Executive Board members.

Health & Wellness

The Health & Wellness Chair shall be responsible for the coordination, promotion, and execution of activities related to the physical, mental, and emotional health of CARE students. This includes developing programming to address mental health, physical well-being, emotional health, relationship issues, healthy lifestyles, etc. The Chair(s) will be responsible for collaborating with campus organizations/departments, including Campus Recreation, University Health Services, and the University Counseling Center, as well as student organizations focusing on health and wellness of students, to develop activities that help promote healthy living. The Health & Wellness Chair(s) is a voting Executive Board Member.

Internal Relations

The Internal Relations Chair shall serve as the liaison between the CLC and CARE-affiliated programs (SSS, SSS-STEM, Unconquered Scholars, CSP, TEAM, etc.). The Chair works to ensure collaboration and coordination of activities between the Leadership Boards of CARE-affiliated programs and the CLC. The Chair is responsible for communication of activities and events between each program and the CLC to ensure proper support and cohesion among all programs. The Committee is responsible for coordinating a leadership retreat between the CLC and the leadership of all CARE-affiliated programs. The Internal Relations Chair is a voting Executive Board member.

External Relations

The External Relations Chair shall serve as the liaison to non-CARE students and entities, including the Student Government Association (and Agencies), Fraternity & Sorority Life, and Student Activities. The Chair(s) is responsible for promotion of CARE's activities to the campus-wide network of students, and development of relationships with constituents outside of the CARE affiliated programs. The External Relations Chair(s) is a voting Executive Board Member.

Professional Development

The Professional Development Chair(s) is responsible for coordination of the CARE Career Mini Week, including scheduling activities and speakers. The Professional Development Committee works with the CARE Career Center Liaison, the Graduate School, the Division of Undergraduate Studies, and other campus/community organizations to host activities and events that help prepare students for life after graduation. The Committee is also responsible for assessing students' needs/requests for professional development, and working with CARE to develop appropriate programming to serve students' needs. The Professional Development Chairs are voting Executive Board members.

Social & Special Events

The Social & Special Events Chair(s) shall be responsible for the successful implementation of social activities to increase student involvement and connections to CARE and the campus

community. The Social & Special Chair(s) coordinates creative to inspire active participation in CARE by members and encourage student cohesion. The Social & Special Events Committee is responsible for planning the annual CARE Leadership Awards Banquet, as well as at least one major social activities per semester that bring together all cohorts of CARE. The Social & Special Events Chair(s) is a voting Executive Board member.