

# **College Member Development Director Board Position Responsibilities**

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**Florida Association of Colleges & Employers (FloridaACE)  
Three-Year Term with No Term Limit**

1. Reports and is responsible to the President and the Executive Board of Directors.
2. Attends all Board of Directors' meetings.
3. Leads outreach and recruitment strategies to increase new memberships with colleges and universities including State Colleges/Universities, Private Colleges/Universities, and Community/Technical Colleges.
4. Collaborates with Employer Member Development Director to increase the visibility of FloridaACE.
5. Collaborates with the Secretary to collect and monitor membership data related to outreach and recruiting activities.
6. Assists the Vice President in planning the annual conference.
7. Serves on Committees as appropriate. This may include:
  - a. Membership Committee
  - b. Professional Development Committee
  - c. Awards
  - d. Communication and Media
  - e. Drive In Conference Planning
8. Provides needed training to new, incoming College Directors and other appropriate Board members within two months of new member's service on the Board.
9. Updates all documents relevant to position to the FloridaACE archive.
10. Upholds at all times the policies and procedures of the Association.
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12. Performs other duties as required.