

College Rep Position Responsibilities

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. Facilitates recruitment planning and activities with colleges and universities. This includes State Colleges/Universities, Private Colleges/Universities, and Community Technical Colleges.
4. Assists the Vice President in planning the annual conference.
5. Serves on Committees as appropriate. This may include:
 - Professional Development Committee
 - Communication and Media
 - Awards
 - Drive-In Conference Planning
 - Membership Committee and/or initiatives
6. Provides needed training to new, incoming College Rep members and other appropriate Board members within two months of new member's service on the Board.
7. Updates all documents relevant to position to the FloridaACE archive.
8. Upholds at all times the policies and procedures of the Association.
9. Performs other duties as required.

(Updated 2020)