



Executive Director	Director of Communications	Director of Outreach	Director of Finances	Director of Programs	Director of Membership	Director of Commuter Population
<ul style="list-style-type: none"> <li>• Responsible for the organization’s consistent achievement of its mission</li> <li>• Promote active participation by volunteers in all areas of the Falcon Ambassadors’ work</li> <li>• Provide leadership in developing organizational, program, and financial plans with the Board of Directors and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the Board informed on the condition of the organization and all important factors influencing it</li> <li>• Publicize the activities of the organization, its programs, and goals. Update social media accounts accordingly</li> <li>• Establish working relationships and cooperative arrangements with community groups and organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for help with recruitment</li> <li>• Encourage volunteer and staff development and education, and assist program staff in relating their specialized work to the total program of the organization</li> <li>• See that an effective management team, with appropriate provision for succession, is in place</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for developing and maintaining sound financial practices</li> <li>• Ensure that adequate funds are available to permit the organization to carry out its work</li> <li>• Help put into practice new campaigns and fundraisers</li> </ul>	<ul style="list-style-type: none"> <li>• Select and train the program and support staff and supervises the selection process for student leaders</li> <li>• Provide direction for the planning and promotion of program activities</li> <li>• Develop and implement all guidelines and policies with the purpose of ensuring compliance with all government regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Work on recruitment and retention</li> <li>• Develop marketing and promotional materials for recruitment and affiliations</li> <li>• Respond to requests for information from members and other organizations</li> <li>• Suggest new polices and updates to existing policies</li> </ul>	<ul style="list-style-type: none"> <li>• Help to recruit and connect new members from the college’s commuter population</li> <li>• Support Program Directors in distribution of materials and information to commuter population via flyers, kiosks, etc.</li> </ul>