



## **Affiliate Councils Secretary**

The Affiliate Councils Secretary shall serve on the Affiliate Councils Board for a two-year term as a voting member of the Board.

### **PRIMARY RESPONSIBILITIES**

1. Attend the Affiliate Councils Board Meetings in November at the Annual Conference and the Annual Planning Meeting in January.
  - A) Record and transcribe minutes of all Affiliate Meetings.
    - 1) Review minutes.
    - 2) Share/post minutes within 10 days of meeting.
2. Attend monthly or bimonthly conference calls.
3. Attend all meetings of the Affiliate Councils and the Affiliate Councils Board.
4. The Secretary may be asked to support the AC President with special tasks or assignments.
5. Assist in the preparation of articles for promoting Affiliate Council Sessions in the *NCFR Report*, Zippy News and listserv announcements, in consultation with the AC President, as necessary.
6. Annual Conference Responsibilities
  - A) Record and prepare minutes for all Affiliate Council Meetings.
    - 1) Attend Affiliate Councils Board Meetings
    - 2) Attend Affiliate Councils Business Meeting (at workshop in item 3)
    - 3) Attend Affiliate Councils Workshop
  - B) Attend NCFR Annual Business Meeting and Membership Forum.
  - C) Be available for consultation with Affiliated Council Presidents.

10/16/2015