Students and New Professionals Representative
Affiliate Councils Board Job Description

The Students and New Professionals Representative on the Affiliate Councils Board of the National Council on Family Relations serves a two-year term as a voting member on the Board.

**Primary Responsibilities**

1. Attend the face to face Affiliate Councils Board Meetings in November at the NCFR Annual Conference, and be available for monthly or bimonthly conference calls.

2. Chair Affiliate Awards Committee
   A) Serve on the President-for-a day Student Award Committee and the Outstanding Student Research Paper Award Committee.
      - Solicit nominations through *NCFR Report*, NCFR Zippy News, SNP listserv and letters to universities and colleges.
      - Prepare supporting data for blind review and send to committee members.
      - Score each candidate on grid as votes come in from committee members; add up the total scores to determine the winner.
      - Notify the winning students; solicit biographical data and photo; notify the committee members with name of winner.
      - Send letters of congratulations/regret to each candidate and nominator.
   B) Assist in writing or organizing articles representing SNP for the *NCFR Report*.
   C) Assist in completing ongoing SNP projects and planning new projects for SNP.

3. Assist the Program Chair in planning the Annual Conference
   A) Assist in planning conference sessions as requested.
   B) Plan affiliate video contest

4. Assist in networking students and new professionals.

5. Annual Conference Responsibilities
   A) Attend Affiliate Councils Board Meetings
   B) Attend SNP Leadership Council Meeting
   C) Attend Affiliate Workshop
   D) Attend SNP Networking Sessions
   E) Attend NCFR Annual Business Meeting