



## 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