



Affiliate Councils Program Chair

The Affiliate Councils Program Chair shall serve on the Affiliate Councils Board (ACB) for a two-year term and shall serve as a member of the NCFR Annual Conference Program Committee.

PRIMARY RESPONSIBILITIES

1. Member of the NCFR Annual Conference Program Committee.
 - A) Attend program committee planning sessions.
 - 1) At the annual conference.
 - 2) At the spring planning meeting in Minneapolis.
 - B) Screen any conference submissions that have been designated for Affiliate Councils sessions.
2. Attend conference calls.
3. The Program Chair is responsible for planning the Affiliate Council Workshop at the annual conference.
4. The Program Chair may be asked to support the ACB or affiliate councils with special tasks or assignments.
5. Assist in the preparation of articles for promoting Affiliate Council sessions in *NCFR Report*, *Zippy News*, and discussion group announcements, in consultation with the ACB President, as necessary.
6. Annual Conference responsibilities
 - A) Attend sessions.
 - 1) Affiliate Council Workshop
 - 2) ACB Meeting
 - B) Attend the Annual NCFR Member Meeting.
 - C) Be available for consultation with Affiliate Council Presidents.

1/15/2015